

**NJDEP - CERTIFICATE OF PUBLIC
CONVENIENCE AND NECESSITY
(CPCN)**

**ANNUAL UTILITY
REPORT FOR SOLID
WASTE DISPOSAL
UTILITIES**

CALENDAR YEAR 2023

DUE June 3, 2024

**Note: This CPCN Annual Utility Report is not the
Annual A-901 Update submitted to the Attorney
General's Office!**

Printed and/or Scanned Copies of this report will not be accepted

Before you begin this report make sure this file is opened in Adobe Acrobat 

What you need to know about the:

2023 SOLID WASTE ANNUAL UTILITY REPORT:

Your 2023 CPCN Annual Utility Report (Annual Report) is due no later than **JUNE 3, 2024**.

You are **required** to submit this report even if there was **no activity** during calendar year 2023 **OR** if you discontinued service during calendar year 2023.

This report is NOT the annual A-901 update which you are required to submit separately to the Office of the Attorney General.

REVIEW AND ASSESSMENT OF THE ANNUAL REPORT

Your Annual Report will be reviewed for completeness, verified and approved by NJDEP.

An annual fee assessment will be calculated at the rate of $\frac{1}{4}$ of 1% of your reported gross operating revenue with a \$500 minimum fee. The Department of Treasury, Division of Revenue will mail your invoice to you directly. Please promptly pay this fee assessment directly to the Division of Revenue and include the invoice with your payment.

Do Not Send Your Payments to the NJDEP

It is important that you submit payment promptly as NJDEP is required to refer all overdue fees to Collections within 90 days of the date the fee is assessed. PROMPTLY MAIL BOTH THE INVOICE AND YOUR PAYMENT DIRECTLY TO TREASURY AT THE ADDRESS LISTED BELOW:

New Jersey Department of Treasury
Division of Revenue
PO Box 417
Trenton NJ 08646-0417

**If you have any questions about the 2023 Annual Utility Report please contact the
Bureau of Planning & Licensing
(609) 984 – 4250
E-mail: swutility@dep.nj.gov**

**** Failure to file a complete Annual Report will result in penalties and may result in the loss of your Certificate of Public Convenience and Necessity in accordance with N.J.A.C. 7:26H-5.15(f)1.****

2023 ANNUAL UTILITY REPORT

CHECKLIST SUBMISSION INSTRUCTIONS

- This report must be electronically completed in full and sent via e-mail to swutility@dep.nj.gov once electronically completed, signed, and notarized.
- A confirmation e-mail will be sent to the e-mail sender once the report is received. You must keep a copy of the confirmation e-mail for your records.
- This report must be signed electronically in all areas where signatures are required. Printed and scanned copies will not be accepted.
- A copy of this report and instructions for completion can be found online at <https://www.state.nj.us/dep/dshw/swpl/cpcn.html> and can be downloaded to your computer.

HOW TO COMPLETE THE REPORT

- FOLLOW DIRECTIONS FOR COMPLETING THIS REPORT EXACTLY AS DESCRIBED FOR EACH PAGE.
- This report must be completed, electronically signed, and notarized, and submitted via e-mail even if there was no solid waste activity in calendar year 2023.
- Multiple pages can be generated by clicking the button “Duplicate This Page” where identified.
- Attachments can be added by clicking the button “Attach Files” where identified
- Confirm that your **SW number** is located on **all pages** at the top right of each page.
- File this report in the solid waste utility’s name *exactly* as shown on the Certificate of Public Convenience and Necessity.
- COMPLETE EVERY QUESTION.** Indicate “N/A” for all questions which are not applicable.
- Keep a copy of this Annual Report for your records.
- Accurately report Gross Operating Revenue. Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services for solid waste

QUESTIONS ON THIS PROCESS AND REPORT CAN BE DIRECTED TO:

NJDEP - Sustainable Waste Management
Bureau of Solid Waste Planning & Licensing
401 East State Street
Mail Code 401-02C; P.O. Box 420 Trenton,
NJ 08625-0420

(e) swutility@dep.nj.gov
(p) 609-984-4250

2023 CPCN ANNUAL REPORT - FOR DISPOSAL FACILITIES

PLEASE FILL IN ALL INFORMATION BELOW:

TODAY'S DATE: _____

1. NAME OF DISPOSAL FACILITY: _____

TYPE OF FACILITY: _____

STREET ADDRESS: _____

CITY, STATE ZIP: _____

BILLING/MAILING ADDRESS: (CHECK HERE IF SAME AS ABOVE):

TELEPHONE: _____

FAX: _____

WEBSITE: _____

2. NAME OF PERSON COMPLETING THIS FORM: _____

RELATIONSHIP TO THE FACILITY: _____

EMAIL: _____

CONTACT NUMBER: _____

3. DOES THE FACILITY HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS AND LIENS? NO YES: You must provide the information below for EACH (add a separate page if necessary by clicking on the "Duplicate This Page" button below):

Name: _____
Address: _____
City State Zip: _____
Provide a brief description: _____

4. DO ANY PRINCIPALS OF THE FACILITY HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS OR LIENS? NO YES: You must provide the information below for EACH (add a separate page if necessary by clicking on the "Duplicate This Page" button below):

Name: _____
Address: _____
City State Zip: _____
Provide a brief description: _____

Name: _____
Address: _____
City State Zip: _____
Provide a brief description: _____

MANDATORY TIPPING FEE UPDATE

Tipping Fee Compliance:

Solid Waste Disposal Utilities are **REQUIRED** to notify the Department of any adjustments in tipping fees below the peak rate within (3) days of the effective changes (N.J.A.C. 7:26H-3.10(b)(1)). If you anticipate adjusting tipping fees for the year 2023, please submit the anticipated tipping fee adjustments to the Department using the format provided below.

A. Current Tipping Fees and Waste Type:

<u>Waste Type</u>	<u>Gate Rate</u>	<u>Date posted as Gate Rate</u>
Type 10 Waste :	_____	_____
Type 13 Waste :	_____	_____
Type 13C Waste :	_____	_____
Type 23 Waste :	_____	_____
Type 25 Waste :	_____	_____
Type 27 Waste :	_____	_____

This section is required.

DO NOT INDICATE N/A

B. Anticipated NEW Tipping Fees and Waste Types:

<u>Waste Type</u>	<u>Gate Rate</u>	<u>Anticipated Date New Rate will be Posted at Gate</u>
Type 10 Waste :	_____	_____
Type 13 Waste :	_____	_____
Type 13C Waste :	_____	_____
Type 23 Waste :	_____	_____
Type 25 Waste :	_____	_____
Type 27 Waste :	_____	_____

**** Use the button below to attach additional tipping fee documentation. ****

HOST COMMUNITY BENEFIT REPORT

USE LATEST AVAILABLE DATA FOR HOST COMMUNITY BENEFITS

Company Name: _____

Solid Waste Number: SW _____

Facility ID: _____

Facility Address: _____

Mailing Address: _____

Host Municipality: _____

Amount Per Ton: _____

Free Dumping: No Yes: If yes, provide details:

Contact Person: _____

Telephone Number: _____

Email Address: _____

Fax: _____

Date: _____

**CONTRACTS FOR DELIVERY OF SOLID WASTE
TO YOUR FACILITY FROM A CUSTOMER**

Contracts the Facility has with Customers, for Delivery of Solid Waste to the Facility

Submit all contracts the RESPONDENT has placed for delivery of Solid Waste to the Respondent's (designated) facility. The submission must include all the following items and must be attached by clicking the "Attach Files" button below.

Name of Company or Entity _____

Length of Contract _____

Contract Termination Date _____

Total Tons of solid waste delivered _____

Rates per Waste Type

Type 10 Waste : _____

Type 13 Waste : _____

Type 13C Waste : _____

Type 23 Waste : _____

Type 25 Waste : _____

Type 27 Waste : _____

Total amount of revenue received
during calendar year 2023 for each contract _____

**** Use the button below to attach contract documentation. ****

COUNTY PLAN SUMMARY

The following information is accurate as of the date of this report and is subject to change. The data provided below was compiled from information submitted by each county (for information purposes only):

COUNTIES WITH WASTE FLOW

Atlantic	10, 13, 13C, 23, 25, 27, 27A
Burlington	10, 23, 25
Cape May	All Solid Waste Types
Cumberland	10, 13, 13C, 23, 25, 27A
Essex	10, 13, 13C, 23, 25, 27
Gloucester	All Solid Waste Types
Hudson	10, 13, 13C, 23, 25, 27
Mercer	All Solid Waste Types
Monmouth	10
Morris	All Solid Waste Types
Ocean	All Solid Waste Types
Salem	10, 13, 13C, 23, 25, 27A
Sussex	All Solid Waste Types
Union	10, 13, 13C, 23, 25, 27

OPEN MARKET COUNTIES

Bergen
Camden
Hunterdon
Passaic
Somerset
Warren
Middlesex

**** Revenue generated from counties that institute waste flow other than the county in which your facility is located must be justified on the following page. ****

2023 GROSS SOLID WASTE OPERATING REVENUE BY COUNTY

Provide the Gross Operating Revenues derived from solid waste disposed at your facility during 2023. Gross Revenue is the total amount of money that the facility has received from the disposal of solid waste *before* any deductions from taxes, fees and any other associated expenses.

Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services.

County	Justification for Revenue from Waste Flowed County	2023 Solid Waste Revenue
Atlantic		
Bergen		
Burlington		
Camden		
Cape May		
Cumberland		
Essex		
Gloucester		
Hudson		
Hunterdon		
Mercer		
Middlesex		
Monmouth		
Morris		
Ocean		
Passaic		
Salem		
Somerset		
Sussex		
Union		
Warren		
Out of State Waste Received		

Total Solid Waste Revenue by Tons
Year Ending December 31, 2023: \$ _____

INCOME STATEMENT As

Revenues:	of December 31 st ,	
	2023	
Revenue (from Solid Waste)		\$ _____
Type 10 Waste		\$ _____
Type 13 Waste		\$ _____
Type 23 Waste		\$ _____
Type 25 Waste		\$ _____
Type 27 Waste		\$ _____
Total Solid Waste Revenue:		\$ _____
Other Revenue		
Recycling Revenue		\$ _____
Energy Revenue		\$ _____
Investment Revenue		\$ _____
Gains on sales of assets		\$ _____
Other (specify) _____		\$ _____
Total Other Revenue:		\$ _____
<u>Total Gross Revenue</u>		\$ _____
Expenses:		
Operating Expenses:		
Disposal (Transfer Station or Incinerator Ash)		\$ _____
Salaries and Benefits		\$ _____
Fuel and Oil		\$ _____
Total Operating Expense:		\$ _____
Office Expenses:		
General and Administrative		\$ _____
Building and Grounds		\$ _____
Salaries and Benefits		\$ _____
Total Office Expense:		\$ _____
Other Expenses		
Debt Payments		\$ _____
Interest Expense		\$ _____
Depreciation Expenses		\$ _____
Taxes		\$ _____
Insurance		\$ _____
Other (specify) _____		\$ _____
Total Other Expense:		\$ _____
<u>Total Expenses</u>		\$ _____
Net Income (Total Gross Revenue – Total Expenses)		\$ _____

EXPENSE STATEMENT

1. List all contracts in place between the Respondent and a contractor for operations of a DISPOSAL FACILITY owned by the respondent in calendar year 2023.

Name of Contractor _____
Length of Contract _____
Expiration Date _____
Amount Spent _____

2. List all contracts in place between the Respondent and a contractor for operations of a disposal facility NOT owned by the respondent in calendar year 2023.

Name of Contractor _____
Length of Contract _____
Expiration Date _____
Amount Spent _____

3. Identify all outstanding long term debt the Respondent has incurred in finance Respondents' Solid Waste System. For each bond or encumbrance issued to finance your solid waste system, Please state the following:

Date Issued _____
Original Amount of Debt _____
Principal remaining _____
Maturity Date _____
Annual Debt service owned and paid _____

4. List all transportation contracts the Respondent has entered into (Duplicate this page if necessary):

Name of Contractor _____
Term of the Contract _____
Termination of the Contract _____
Item transported (ash or solid waste) _____
Amount spent on contract in 2023 _____

EXPENSE STATEMENT (continued)

5. List all landfill air space contracts that Respondent holds or Incinerator contracts where solid waste from your facility is disposed:

Name of Landfill or Incinerator _____

Length of the Contract _____

Termination of the Contract date _____

Total Space reserved (*if applicable*) _____

Amount spent on contract in 2023 _____

6. Identify expenses for 2023 in the following categories:

Administration _____

Energy _____

Insurance _____

Professional Service _____

Maintenance _____

Special Fund _____

Miscellaneous (items **less** than 5% of total) _____

Miscellaneous (items **over** than 5% of total) _____

Capital Improvements _____

Acquisition of Capital Assets _____

7. Identify any significant changes in your expenses that you expect to incur in 2023:

(+/-20% of 2023 expenses) Explain the anticipated changes:

CORPORATION STRUCTURE

THIS PAGE MUST BE COMPLETED BY CORPORATIONS

(Limited Liability Companies, Partnerships and Proprietorship - please mark N/A and proceed to the next page)

OFFICERS: Report below officers at date of verification of this report.

If there have been any changes since the last report, name, show title, and address of previous officer and date of changed.

Name and Official Title	Principal Business Address	Date Appointed or Changed
1.		
2.		
3.		
4.		
5.		
6.		
7.		

DIRECTORS: Please list all Current Directors; and list previous Director that has changed since the last reporting cycle. If there have been any changes since the last report, show name and address of previous Director and date of change.

Designate by asterisk members of executive committee

Name of Directors	Principal Business Address	Term Began	Term Expires
1.			
2.			
3.			
4.			
5.			
6.			
7.			

LIMITED LIABILITY COMPANIES, PARTNERSHIPS AND PROPRIETORSHIP STRUCTURE

THIS PAGE MUST BE COMPLETED BY LIMITED LIABILITY COMPANIES, PARTNERSHIPS AND PROPRIETORSHIP

(Corporations - please mark N/A)

Please list name of Members, Partners and/or Owners, Official Title, Residential Address, Date Appointed to Position and percentage of ownership.

Member, Partner or Owner Name and Official Title	Residential Address	Start Date	% OWNERSHIP
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

SUMMARY OF SALARIES AND WAGES

1. Show in column “B” the number of officers and employees normally assigned to the functions shown in column “A”. If an employee fills more than one function, list that employee in the one classification to which the majority of that employee’s time is distributed.
2. Show in column “C” the total payroll distribution to each classification.
3. Column “B” and “C” should be considered independently because it is possible, due to multiple distribution of an employee’s time, for a dollar amount be changed to a classification to which employees are permanently assigned.

Line No.	A. Classification	B. Average Number of Employees	C. Payroll Distribution	D. Payroll Distribution Comparison with Preceding Year Increase or Decrease
Operations and Maintenance				
1.				
2.				
3.				
4.				
5.				
Administrative and Supervision				
6.				
7.				
8.				
9.				
10.				
Other Accounts				
11.				
12.				
13.				
Total Payroll for Year 2023:				

Salaries

1. Report amounts paid during year to all officers and all supervisory employees.
2. If any listing is for less than full year, state period covered.
3. Bonuses and other remuneration should be included. Furnish particulars.

A. Name	B. Title	C. Compensation Paid for the Year

INSERT TARIFF

**** FULL TARIFF UPDATES ARE REQUIRED AS PART OF THIS YEAR'S ANNUAL REPORT FOR YOUR FACILITY AND MUST BE ATTACHED TO THIS REPORT (USE THE ABOVE BUTTON TO ATTACH TARIFF DOCUMENT).****

NJDEP Notary Policy for 2023 CPCN Annual Utility Report

Please be aware that this is the last year that NJDEP will be providing its *courtesy* notary service for the CPCN Annual Utility Report via a Zoom call and in-person via a NJDEP laptop. NJDEP emphasizes that this is a *courtesy* notary service and must be a last resort option for CPCN holders that cannot find a notary to complete the report. The “in-person” notary service will be available **by appointment only** every Wednesday from 8:30am-10:30am and 1:30pm-2:30pm, at the main NJDEP office building located at 401 East State Street, Trenton, New Jersey, 08625. We may also offer in-person notary services at the locations listed below with the dates to be determined asap upon site approval and minimum number of eight (8) scheduled appointments per site.

SWANA NJ Spring Conference
Golden Nugget Casino & Hotel
Atlantic City, NJ 08401

DEP Toms River Regional Office:
1510 Hooper Ave.
Toms River, NJ 08753

DEP Southern Regional Office:
One Port Center
2 Riverside Drive, Suite 201
Camden, NJ 08103

DEP Bureau of Marine Water Monitoring:
Stoney Hill Road
929 E. Stoney Hill Rd.
Galloway, NJ 08205

Essex County Environmental Center
621-B Eagle Rock Road
Roseland, NJ 07068

DEP Northern Regional Office
7 Ridgedale Ave.
Cedar Knolls, NJ 07927

Solid waste utilities who wish to use this *courtesy* notary service must first e-mail their 2023 “almost complete” CPCN Annual Utility Report (PDF) to Kevin Patel Kevin.Patel@dep.nj.gov for review. After the annual report is approved you will receive instructions to contact Ashia McRae Ashia.McRae@dep.nj.gov to request either a zoom call notary appointment or in-Person notary appointment.

SAMPLE NOTARY PAGE

The 2023 Annual Utility Report for Solid Waste Disposal Utilities must be verified and certified by the oath of the President or another principal general officer if other than the respondent and must be approved as a “key employee” as defined by <u>N.J.S.A.13:1E-127(f)</u> .	
Oath To be made by the Proprietor, Partner, President or other principal officer of the utility:	
John Smith <small>(Insert name of Owner or Officer and Title)</small>	
“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment” <u>N.J.A.C. 17:27H-5.9(d)</u>	
I acknowledge that submitting false information to the Department of Environmental Protection may subject my company to potential enforcement actions, penalties and/or revocation of the A-901 license and CPCN.	
John Smith <small>(Signature of Owner or Officer)</small>	
Digitally signed by John Smith Date: 2024.03.21 11:42:17 -04'00'	
State of <u>New Jersey</u> , County of <u>Ocean</u>	
Sworn to and subscribed before me this <u>21</u> day of <u>March</u> , 20 <u>24</u>	
Sample Notary <small>Print Name of Notary Public or Officer Authorized to Administer Oath</small>	
Sample Notary <small>Digitally signed by Sample Notary Date: 2024.03.21 11:44:11 -04'00'</small>	
<small>Signature of Notary Public or Officer Authorized to Administer Oath</small>	
My Commission expires: <u>4/25/2025</u>	

VERIFICATION AND OATH FOR 2023 ANNUAL REPORT FILING

NAME OF PERSON COMPLETING THIS FORM:

RELATIONSHIP TO BUSINESS:

CONTACT NUMBER:

The 2023 Annual Utility Report for Solid Waste Disposal Utilities must be verified and certified by the oath of the President or another principal general officer if other than the respondent and must be approved as a “key employee” as defined by N.J.S.A.13:1E-127(f).

Oath To be made by the Proprietor, Partner, President or other principal officer of the utility:

(Insert name of Owner or Officer and Title)

“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment” N.J.A.C. 7:26H-5.9(d)

I acknowledge that submitting false information to the Department of Environmental Protection may subject my company to potential enforcement actions, penalties and/or revocation of the A-901 license and CPCN.

(Signature of Owner or Officer)

State of _____ County of _____
Sworn to and subscribed before me
this _____ day of _____ 20____
_____ Print Name of Notary Public or Officer Authorized to Administer Oath
_____ Signature of Notary Public or Officer Authorized to Administer Oath
My Commission expires: _____