

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

**ANNUAL UTILITY REPORT
FOR SOLID WASTE
COLLECTORS/TRANSPORTERS
AND BROKERS**

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 CPCN ANNUAL UTILITY REPORT:

The 2023 CPCN Annual Utility Report has been divided into separate parts: Section A for Collector/Transporter Operations and Section B for Broker Operations.

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

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

If you have discontinued service during calendar year 2023 you are required to report all revenue generated as of the date of discontinuance.

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 \$600 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

Phone: (609) 984-4250

E-mail: swutility@dep.nj.gov

ELECTRONIC SIGNATURE & DIGITAL NOTARY REQUIRED:

All signatures in this report must be affixed using the electronic signature method within Adobe Acrobat Reader. In addition, a digital notarization is required pursuant to N.J.S.A. 12A:12-11.

Digital Notary Explanation: The State of New Jersey allows an electronic signature of a person authorized to perform notary services for a record that is made under oath. This Annual Report includes an oath to be made by the “Proprietor, Partner, President or other principal officer of the utility.”

FAILURE TO FILE A COMPLETED ANNUAL REPORT:

You must submit a **COMPLETED** Annual Report and pay the appropriate assessment, or your company may be subject to any/all of the following:

- A hold placed on your company’s registered decals.
- Your company may be subject to penalties.
- Your company may have its CPCN revoked in accordance with N.J.A.C. 7:26H-5.15(f)1.

If you no longer wish to participate in New Jersey’s solid waste industry, please fill out the Notice of Surrender form found at the end of this report and mail as directed.

- **Note: If you surrender, you may still be required to pay the annual utility assessment for the previous calendar year.**

2023 ANNUAL UTILITY REPORT CHECKLIST:

- ☐ DOWNLOAD THE ANNUAL REPORT AND INSTRUCTIONS FOR COMPLETING THE REPORT AT: <https://www.state.nj.us/dep/dshw/swpl/cpcn.html>
- ☐ This report must be downloaded to your computer and completed using the fillable PDF file. Paper copies of the annual report will no longer be accepted.
- ☐ This report must be completed and **returned, electronically** signed and notarized, even if there was no solid waste activity in calendar year 2023.
- ☐ Type your **CPCN SW number** (4-digits, beginning with 0, 1, 2 or 3) at the upper right-hand corner of Page 2. The SW number will automatically be entered on each subsequent page.
- ☐ File this report in the solid waste utility's certificate name ***exactly*** as shown on the CPCN.
- ☐ COMPLETE EVERY QUESTION. Indicate "N/A" for all questions that are not applicable to your company and its operations.
- ☐ ELECTRONICALLY SIGN and NOTARIZE this Annual Report as per the instruction manual (Section 2E - page 4).
- ☐ Keep a copy of this Annual Report for your records pursuant to N.J.A.C. 7:26H-1.20.
- ☐ Submit a Customer List (if applicable – see page 11 for instructions for collectors/transporters, and page 23 for instructions for brokers). Customer Lists for companies that are Collectors/Transporters **and** Brokers must be submitted on separate pages that may be attached using the **Attach Files** button on those pages.
- ☐ Accurately report Gross Operating Revenue. Gross Operating Revenues consist of reportable revenues which are derived from customer bills, fees, sales and services for certain types of solid waste (defined on page 5).

YOU ARE REQUIRED TO E-MAIL THE COMPLETED, SIGNED AND NOTARIZED ANNUAL UTILITY REPORT TO swutility@dep.nj.gov

GROSS OPERATING REVENUE **REPORTABLE AND NON-REPORTABLE REVENUE**

The Gross Operating Revenue generated from the collection or brokering of solid waste in New Jersey is required to be reported in the Collector/Transporter and Broker Utilities Annual Report in accordance with **N.J.S.A. 48:2-60**:

Reportable Waste includes revenue derived from the collection/transportation, brokering, and/or disposal of the following solid waste types:

Waste Type ID 10, 12, 13, 13C, 23, 25, 27, 27A and 27I

(See next page for detailed descriptions of Waste Types)

- That is **generated in NJ** and directly transported to a disposal facility **in or out of NJ**.
- That is **generated in NJ** and transported to a transfer station, landfill, incinerator, or rail carrier in NJ.
- That is residual waste (waste remaining after recyclable material has been removed) from a transfer station/material recovery facility and directly transported to a disposal facility in or out of NJ, or transported to a rail carrier in NJ.
- Important Note: If you have an A-901 you cannot claim “self-generated” waste. Self-generators are exempt from holding an A-901 license and must be registered as such with the NJDEP Transportation Oversight Unit. Solid waste that is considered “self-generated” as in demolition and construction **IS** considered reportable waste for all companies that hold a CPCN.

NON-REPORTABLE GROSS OPERATING REVENUE:

- Waste not generated in NJ
- ID 72 Bulk liquid and semi-liquids
- ID 73 Septic tank clean-out wastes
- ID 74 Liquid sewage sludge
- Grease Trap Waste disposed at sewage treatment plant
- Waste collected from a NJ transfer station or rail carrier and directly transported out of NJ for disposal
- Recyclable material hauled to a recycling facility
- Hazardous Waste
- Medical Waste

NEW JERSEY ADMINISTRATIVE CODE N.J.A.C. 7:26-2:13

(g) Waste identification and definition of solids includes the following:

1. Solid wastes; waste ID number and definitions:

- i. **10 Municipal** (household, commercial and institutional): Waste originating in the community consisting of household waste from private residences, commercial waste which originates in wholesale, retail or service establishments, such as, restaurants, stores, markets, theatres, hotels and warehouses, and institutional waste material originated in schools, hospitals, research institutions and public buildings.
- ii. **12 Dry sewage sludge:** Sludge from a sewage treatment plant which has been digested and dewatered and does not require liquid handling equipment.
- iii. **13 Bulky waste:** Large items of waste material, such as appliances and furniture. Discarded automobiles, trucks and trailers and large vehicle parts, and tires are included under this category.
- iv. **13C Construction and demolition waste:** Waste building material and rubble resulting from construction, remodeling, repair, and demolition operations on houses, commercial buildings, pavements and other structures. The following materials may be found in construction and demolition waste: treated and untreated wood scrap; tree parts, tree stumps and brush; concrete, asphalt, bricks, blocks and other masonry; plaster and wallboard; roofing materials; corrugated cardboard and miscellaneous paper; ferrous and non-ferrous metal; non-asbestos building insulation; plastic scrap; dirt; carpets and padding; glass (window and door); and other miscellaneous materials; but shall not include other solid waste types.
- v. **23 Vegetative waste:** Waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree wastes processed through a wood chipper. Also included are non-crop residues such as leaves, grass clippings, tree parts, shrubbery and garden wastes.
- vi. **25 Animal and food processing wastes:** Processing waste materials generated in canneries, slaughterhouses, packing plants or similar industries, including animal manure when intended for disposal and not reuse. Also included are dead animals. Animal manure, when intended for reuse or composting, is to be managed in accordance with the criteria and standards developed by the Department of Agriculture as set forth at N.J.S.A. 4:9-38.
- vii. **27 Dry industrial waste:** Waste materials resulting from manufacturing, industrial and research and development processes and operations, and which are not hazardous in accordance with the standards and procedures set forth at 7:26G. Also included are nonhazardous oil spill cleanup waste, dry nonhazardous pesticides, dry nonhazardous chemical waste, and residue from the operations of a scrap metal shredding facility.
- viii. **27A** Waste material consisting of asbestos or asbestos containing waste.
- ix. **27I** Waste material consisting of incinerator ash or ash containing waste.

(h) Waste identification and definition of liquids include the following:

1. Liquid wastes; waste ID number and definitions:

- i. **72 Bulk liquid and semiliquids:** Liquid or a mixture consisting of solid matter suspended in a liquid media which is contained within, or is discharged from, any one vessel, tank or other container which has the capacity of 20 gallons or more. Not included in this waste classification are septic tank clean-out wastes and liquid sewage sludge.
- ii. **73 Septic tank clean-out wastes:** Pumpings from septic tanks and cesspools. Not included are wastes from a sewage treatment plant.
- iii. **74 Liquid sewage sludge:** Liquid residue from a sewage treatment plant consisting of sewage solids combined with water and dissolved materials.

2023 CPCN ANNUAL REPORT FOR COLLECTORS/TRANSPORTERS AND BROKERS

FILL IN ALL INFORMATION BELOW:

CHECK ALL THAT APPLY:

- ☐ COLLECTOR/TRANSPORTER
☐ BROKER

1. INFORMATION

***Required: Working Contact Information**

*OFFICIAL COMPANY NAME: _____
(This is the name registered with the Division of Commercial Recordings)

*EMAIL: _____

*STREET ADDRESS: _____

*CITY, STATE, ZIP _____

*FEIN (or LAST 4# OF SS# FOR SOLE PROPRIETOR): _____

*OFFICE TELEPHONE: _____

*CELL PHONE: _____ FAX NUMBER: _____

WEBSITE: _____

*BILLING/MAILING ADDRESS: ☐ CHECK HERE IF SAME AS ABOVE:

STREET ADDRESS: _____

CITY, STATE, ZIP _____

2. LIST OFFICERS AND EQUITY HOLDERS:

*Name	*Title	*Equity
Name	Title	Equity
Name	Title	Equity

3. NAME OF REGISTERED AGENT(Out of State Companies) : _____

STREET ADDRESS: _____

CITY, STATE, ZIP _____

TELEPHONE: _____

CELL PHONE: _____ FAX NUMBER: _____

4. **VEHICLE INFORMATION FOR YOUR SOLID WASTE TRANSPORTATION EQUIPMENT:**

Provide the **number** of solid waste vehicles that require NJDEP issued decals owned and/or operated (include leased vehicles) by the CPCN holder as of **December 31, 2023**.

- _____ NO EQUIPMENT
_____ CABS (does not hold waste)
_____ CONTAINERS (roll off)
_____ SINGLE UNIT VEHICLES (eg. pickup trucks, vans, dump truck)
_____ TRAILERS

5. **VEHICLE LOCATION:** Provide the address of the location of where your solid waste vehicles are stored.

Address:

City, State, Zip:

6. **DID YOUR COMPANY USE A SOLID WASTE BROKER SERVICE?** ☐ NO ☐ YES:
If YES please see Page 16.

7. **DOES YOUR COMPANY OR ITS PRINCIPALS HAVE ANY CURRENT OR OUTSTANDING JUDGMENTS AND/OR LIENS?** ☐ NO ☐ YES: You must provide the information below for EACH (label and attach a separate page if necessary):

Name: _____

Address: _____

City, State, Zip: _____

Provide a brief description: _____

☐ Check here if additional pages are attached

8. **HAS ANY EMPLOYEE, ASSOCIATE, OFFICER, OR EQUITY HOLDER HAD THEIR SOLID WASTE OPERATING AUTHORITY REVOKED OR SUSPENDED IN NEW JERSEY OR NEW YORK?** ☐ NO ☐ YES: You must provide the name and details concerning this revocation or suspension (label and attach a separate page if necessary):

Name: _____

Address: _____

City, State, Zip: _____

State(s) the revocation or suspension occurred: _____

Provide a brief description: _____

☐ Check here if additional pages are attached

9. **DID YOUR COMPANY SUBCONTRACT SOLID WASTE SERVICES TO ANOTHER SOLID WASTE COLLECTOR/TRANSPORTER IN 2023?** NO YES:

You must provide the information below for EACH subcontract (label and attach a separate page if necessary):

“Subcontractor” is any person who engages in the storage, collection, processing, transfer, treatment, or disposal of solid waste *through the use, control or possession of any solid waste vehicle*, pursuant to an oral or written agreement entered into with a prime contractor.

Subcontractor (Solid Waste Hauler Used)	Gross Revenue Received from Customer *	Total Amount Paid to Subcontractor (Hauler)

*Please note the amounts entered in this column will be automatically added to your gross revenue on page 21.

10. **DID YOUR COMPANY ACCEPT AN OFFER TO SUBCONTRACT SOLID WASTE SERVICES FOR ANOTHER SOLID WASTE COLLECTOR/TRANSPORTER IN 2023?**

NO YES:

You must provide the information below for EACH subcontracting job that your company performed in 2023 (label and attach a separate page if necessary):

Prime Contractor (Solid Waste Hauler that Hired Your Company)	County of Subcontracting Job	Total Amount Received from Prime Contractor **

**Please note the amounts entered in this column will NOT link to your gross revenue and must be reported accordingly on the disposal page.

DESCRIPTION OF BUSINESS

Provide a detailed description of your business in the space below. Include the type of business and all solid waste services offered by your company.

DO NOT INDICATE “N/A” ON THIS PAGE

Section A:

The following section must be completed by Solid Waste Collectors/Transporters. This includes any CPCN holder that has registered solid waste vehicles and/or collects/transport and disposes of solid waste at solid waste disposal facilities.

Solid Waste Brokers are not required to complete Section A and should continue on to Section B of this report (page 23).

SECTION A

TARIFF UPDATE (2023)

****Form must be completed by ALL SOLID WASTE COLLECTOR/ TRANSPORTERS****

This tariff contains the terms and conditions and schedules of rates governing the services furnished by a public utility and holder/applicant of a Certificate of Public Convenience and Necessity for the collection of solid waste pursuant to N.J.A.C. 7:26H-4.2(a).

Please fill in **ALL** information below:

1. TERRITORY SERVED:

Solid waste collection services provided by this solid waste utility are in the counties of:
(check all that apply)

Check all that apply

- | | | |
|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> All New Jersey Counties | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Passaic |
| <input type="checkbox"/> Atlantic | <input type="checkbox"/> Hudson | <input type="checkbox"/> Salem |
| <input type="checkbox"/> Bergen | <input type="checkbox"/> Hunterdon | <input type="checkbox"/> Somerset |
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Mercer | <input type="checkbox"/> Sussex |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Middlesex | <input type="checkbox"/> Union |
| <input type="checkbox"/> Cape May | <input type="checkbox"/> Monmouth | <input type="checkbox"/> Warren |
| <input type="checkbox"/> Cumberland | <input type="checkbox"/> Morris | |
| <input type="checkbox"/> Essex | <input type="checkbox"/> Ocean | |

By filing this updated Tariff Document, the company named above agrees to conform with all rules and regulations promulgated by the District Solid Waste Management Plans and the NJ Department of Environmental Protection in accordance with N.J.S.A. 48:13A-1 et seq., and N.J.S.A. 13:1E-1 et seq.

2. HOURS OF OPERATION:

	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
<u>HOURS:</u>	____ AM	____ AM	____ AM	____ AM	____ AM	____ AM	____ AM
	____ PM	____ PM	____ PM	____ PM	____ PM	____ PM	____ PM

OR: ☐ 24 HRS / 7 DAYS A WEEK
☐ 24 HRS / 7 DAYS A WEEK OTHER THAN THE HOLIDAYS LISTED BELOW

On which Holidays do you **NOT** provide services? :

When a scheduled collection day occurs on a listed holiday, collection will be made on the next scheduled collection day. In those cases where collection is scheduled on one collection-per-week basis, collection will be made as soon as possible.

SECTION A

3. PROVIDE A BLANK SAMPLE INVOICE AND ATTACH TO REPORT

4. SPECIAL CHARGES ON INVOICE: (ex: late fees, fuel, paper billing, mileage)

5. METHOD OF BILLING:

Please list the billing and payment procedures (example: invoicing)

6. TYPES OF SERVICE AND DETAILS

Any disposal fees must be a part of the invoice and separate from the services charge
N.J.A.C. 7:26H-4.4(b)(3)

Type of Service	Capacity of truck/container	Rate (fee amount / service)
<i>Examples: roll off, pick up, container rental</i>	<i>Examples: 10 yards, 100 tons</i>	<i>Examples: (\$/week) (\$/ton) (\$/pick up)</i>

7. ADDITIONAL INFORMATION: Provide any other pertinent Tariff information or explanations:

SECTION A

**INSTRUCTIONS FOR CUSTOMER LISTS/CUSTOMER
SERVICE AREA INVENTORY:**

Customer information must be provided in accordance with N.J.A.C 7:26H- 5.9(c):
Customer lists must contain all of the names and addresses for each (regularly scheduled)
residential, commercial, industrial, and institutional customer.

CUSTOMER LIST FORMAT

The list should be organized by municipality and sequentially numbered and set forth in numerical order by street address with the streets set forth in alphabetical order. Additionally, the Department is requesting the frequency of service, a description of service and the rates charged:

****All Customer Lists submitted to the Department are confidential
and not subject to public review N.J.A.C 7:26H-5.9(c)(4)****

SAMPLE

<u>Customer #</u>	<u>Name</u>	<u>Address</u>	<u>Service Provided</u>	<u>Rate Charged</u>	<u>Frequency of Service</u>
1.	ABC	One A Street, Allentown, NJ 10000	Roll off	Amount / Service	weekly
2.	DCE	One B Street, Allentown, NJ 10000	Curb side pick up	Amount / Service	2x month
1.	FGH	One A Street, Basking Ridge, NJ 20000	Container rental	Amount / Service	On call
2.	IJK	One B Street, Basking Ridge, NJ 20000	Roll off	Amount / Service	3 x month

Regularly Scheduled Customers: Residential (NOT INCLUDING MUNICIPAL CONTRACTS), commercial and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly. Provide the number of customers in the appropriate column for each corresponding county (page 15). **These customers must be provided to the department as part of a separate customer list.**

On-Call Customers: Customers that are provided solid waste collection services on an “on-call” basis. According to N.J.A.C. 7:26H-5.9, **if solid waste collection services were provided more than one time during the year, even though the service locations varied, then these on-call customers must be included on a customer list.**

One- time Customers: Customers that were provided solid waste collection services one time during the year. **You do not need to include these customers in your customer list.**

Municipal Contracts/Residential Contracts: A contract between a municipality and a collector for solid waste collection services. Provide the municipality, the county in which the Municipality is located, and the approximate number of customers that the contract covers.

****If a customer list is required, please submit as an attachment using the
"Attach Files" button below. ****

CUSTOMER SERVICE AREA INVENTORY

	<u>MUST BE INCLUDED ON A CUSTOMER LIST</u>				
County	# of Scheduled Residential	# of Scheduled Commercial	# of Scheduled Industrial	# of Repeated On-Call Customers	# of One-Time Only Customers (SERVICE PROVIDED ONCE WITHIN YEAR)
Atlantic					
Bergen					
Burlington					
Camden					
Cape May					
Cumberland					
Essex					
Gloucester					
Hudson					
Hunterdon					
Mercer					
Middlesex					
Monmouth					
Morris					
Ocean					
Passaic					
Salem					
Somerset					
Sussex					
Union					
Warren					

Municipal/ Residential Contracts

****if you need more space, you may create your own spreadsheet using this format and attach it to this report.****

[illegible]

SECTION A

BROKERS USED IN 2023

If your company has **USED** Solid Waste Broker Services, please provide the information below for calendar year 2023. You may prepare your own spreadsheet containing the below information in the same format:

“Brokers” are defined as a person or entity ***who for direct or indirect compensation*** arranges agreements between a business concern and its customers for the collection, transportation, treatment, storage, recycling, processing, transfer or disposal of solid waste.

A	B	C	D	E
Name of Solid Waste Broker	Address: Street, City, State and Zip	Does your company have and on-going contract with this Broker ?	Broker's CPCN SW #	Total Amount of Payment Received from Broker
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW_____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW_____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW_____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW_____	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	SW_____	

SECTION A

RELATED COMPANIES

List all related companies that operate in New Jersey and any related out-of-state disposal facilities where New Jersey solid waste is sent. **Please include related brokers, collection companies, disposal facilities, truck leasing companies, or real estate leasing companies.**

[illegible]



READ THIS PAGE **ENTIRELY** BEFORE CONTINUING

INSTRUCTIONS FOR REPORTING DISPOSAL INFORMATION – PAGE 20
SAMPLE DISPOSAL PAGE FOUND ON PAGE 19

1. **Name and Address of Disposal Facility Used During 2023:** Provide the name of the facility that your company has used to dispose of the waste collected by your company. Provide the address of the facility.
2. **Facility Type:** Circle one.
TS – *Transfer Station*. LF – *Landfill*. RC – *Rail Carrier*. RRF – *Resource Recovery Facility/ Incinerator*
3. **Waste Type:** Provide the Waste Type ID.
 - ID 10 Municipal (includes household, commercial and institutional)
 - ID 12 Dry Sewage Sludge
 - ID 13 Bulky Waste
 - ID 13C Construction and demolition waste
 - ID 23 Vegetative waste
 - ID 25 Animal and food processing waste
 - ID 27 Dry industrial waste (e.g. “dirty dirt”)
 - ID 27A Waste material consisting of asbestos or asbestos containing waste
 - ID 27I Waste consisting of incinerator ash or ash containing waste
4. **County Origin of Waste:** The New Jersey county from which your company has collected the waste. DO NOT RECORD MORE THAN ONE COUNTY IN EACH SPACE.
5. **Total Tons Picked up in County:** The total tons of waste your company has collected from the corresponding county.
6. **Total Tons Disposed at Facility:** The total tons of solid waste that your company disposed at the facility for the year 2023.
7. **Total Amount of Disposal Fee Paid to Facility:** The total amount your company was charged to dispose of solid waste at the corresponding facility. This information can be found on receipts or on origin and disposal forms obtained from the disposal facility.
8. **Recycling Tax Paid:** Collectors/transporters disposing of solid waste generated/collected in NJ to an *out of state* facility, or at a *rail carrier* within NJ are subject to a \$3 per ton recycling tax.
9. **Gross Revenue:** Should not be reported as an estimate; value must be true. Do not subtract “Recycling Tax” or “Total Amount of Disposal Fee Paid to Facility” to determine Gross Revenue. Gross Revenue is the total amount of money the collector has received from the collection of solid waste before any deductions from taxes, disposal fees, and any other associated expenses. **Gross Operating Revenues consist of reportable revenues as described on Page 5, which are derived from customer bills, fees, sales, and services.**

If you require additional pages to report your disposal information, please use the "Duplicate This Page" at the bottom of the Disposal Information page.

SECTION A

DISPOSAL INFORMATION

****Sample Page****

Name and Address of Disposal Facilities Used in 2023	Facility Type	Waste Type	County Origin of Waste	Total Tons Picked up in County	Total Tons Disposed at Facility	Total Amount of Disposal Fee Paid to Facility	Recycling Tax Paid	Gross Revenue
ABC TRANSFER STATION, 300 NORMAL AVE, TRENTON NJ	TS LF RC RRF	13	BURLINGTON	500	500	31,000	NA	75,000
“	TS LF RC RRF	13	MERCER	700	700	43,400	NA	85,000
“	TS LF RC RRF	10	BURLINGTON	200	200	12,400	NA	24,000
COUNTY SAN. LANDFILL, 234 TRASH WAY, TRENTON NJ	TS LF RC RRF	10	BURLINGTON	1000	1000	71,000	NA	150,000
“	TS LF RC RRF	10	MERCER	750	750	53,250	NA	100,000
OUT OF STATE LANDFILL, 54 JUNK DRIVE, PITTSBURGH, PA	TS LF RC RRF	10	MERCER	1000	1000	60,000	3000 (\$3 PER TON)	150,000
	TS LF RC RRF							
	TS LF RC RRF							
Total Gross Revenue:								584,000

SECTION A

DISPOSAL INFORMATION

Please provide the information below for each disposal facility (landfills, transfer stations, rail facilities, incinerators) used by your company for calendar year 2023: (see sample page 19 for an example of a completed page)

Facility Type: TS – *Transfer Station*. LF – *Landfill*. RC – *Rail Carrier*. RRF – *Resource Recovery Facility/ Incinerator*

Gross Revenue: Gross Revenue is the total amount of money the collector has received from the collection of solid waste *before* any deductions from taxes, disposal fees, and any other associated expenses.

Name and Address of Disposal Facilities Used in 2023	Facility Type	Waste Type	County Origin of Waste	Total Tons Picked up in County	Total Tons Disposed at Facility	Total Amount of Disposal Fee Paid to Facility	Recycling Tax Paid	Gross Revenue
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
	TS LF RC RRF							
Total Gross Revenue:								

Please indicate all sources of revenue derived from other services provided for the collection and/or transportation of solid waste in New Jersey for calendar year 2023. These sources may include but are not limited to: Subcontracting of waste hauling, leasing of vehicles for the collection of solid waste, etc.

[illegible]

SECTION A

**GROSS OPERATING REVENUE BY COUNTY FOR SOLID
WASTE COLLECTION/TRANSPORTATION SERVICES**

Please provide the Gross Operating Revenues derived from any solid waste collected/transported in any New Jersey county during 2023.

TOTAL AMOUNT COLLECTED FROM EACH COUNTY SHOULD ADD UP TO TOTAL GROSS OPERATING REVENUE.

Gross Revenue is the total amount of money the collector has received from the collection of solid waste *before* any deductions from taxes, disposal fees, and any other associated expenses.

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

County	2023 Collector Gross Revenue
Atlantic	
Bergen	
Burlington	
Camden	
Cape May	
Cumberland	
Essex	
Gloucester	
Hudson	
Hunterdon	
Mercer	
Middlesex	
Monmouth	
Morris	
Ocean	
Passaic	
Salem	
Somerset	
Sussex	
Union	
Warren	
Subcontracts (from pg 9)	

**Total Gross Operating
Revenue During
Calendar Year 2023:**

\$ _____
Collector Total

END OF SECTION A

Section B:

The following section must be completed by Solid Waste Brokers who manage, administer and arrange through a contract or other means, for compensation, the solid waste needs of clients, utilizing other licensed collectors/transporters, in all counties of New Jersey.

Solid Waste Collectors/Transporters who do not have a Solid Waste Broker license, should continue on to page 30 (“Certifications”).

INSTRUCTIONS FOR CUSTOMER INFORMATION/CUSTOMER LISTS FOR BROKERS

Customer information must be provided in accordance to N.J.A.C 7:26H- 5.9(c): Customer lists must contain all of the names and addresses for each (regularly scheduled) residential, commercial, industrial, and institutional customer.

**** SW Brokers are regulated utilities subject to the Solid Waste Utility Control Act N.J.A.C 7:26H and therefore are required to submit a customer list****

CUSTOMER LIST FORMAT

The list should be organized by municipality and sequentially numbered and set forth in numerical order by street address and the streets set forth in alphabetical order. Additionally, the Department is requesting the frequency of service, a description of service and the rates charged.

****All Customer Lists submitted to the Department are confidential and not subject to public review N.J.A.C 7:26H-5.9(c)(4)****

SAMPLE

<u>Customer #</u>	<u>Name</u>	<u>Address</u>	<u>Service Provided</u>	<u>Rate Charged</u>	<u>Frequency of Service</u>
1.	ABC	One A Street, Allentown, NJ 10000	Roll off	Amount / Service	weekly
2.	DCE	One B Street, Allentown, NJ 10000	Curb side pick up	Amount / Service	2x month
1.	FGH	One A Street, Basking Ridge, NJ 20000	Container rental	Amount / Service	On call
2.	IJK	One B Street, Basking Ridge, NJ 20000	Roll off	Amount / Service	3 x month

Regularly Scheduled Customers: Residential (NOT INCLUDING MUNICIPAL CONTRACTS), commercial and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly. **These customers must be provided to the department as part of a separate customer list.**

On-Call Customers: Customers that are provided solid waste collection services on an “on-call” basis. According to N.J.A.C. 7:26H-5.9, **if solid waste collection services were provided more than one time during the year, even though the service locations varied, then these on-call customers must be included on a customer list.**

One- time Customers: Customers that were provided solid waste collection services one time during the year. **You do not need to include these customers in your customer list.**

****If a customer list is required, please submit as an attachment using the "Attach Files" button below or on the next page. ****

SECTION B

CUSTOMER SERVICE AREA INVENTORY FOR BROKERS

<u>MUST BE INCLUDED ON A CUSTOMER LIST</u>					
County	# of Scheduled Residential	# of Scheduled Commercial	# of Scheduled Industrial	# of Repeated On-Call Customers	# of One-Time Only Customers (SERVICE PROVIDED ONCE WITHIN YEAR)
Atlantic					
Bergen					
Burlington					
Camden					
Cape May					
Cumberland					
Essex					
Gloucester					
Hudson					
Hunterdon					
Mercer					
Middlesex					
Monmouth					
Morris					
Ocean					
Passaic					
Salem					
Somerset					
Sussex					
Union					
Warren					

SECTION B

COLLECTORS/TRANSPORTERS USED IN 2023

Provide the information below for collectors/transporters hired through brokering services during the calendar year of 2023 for **EACH COUNTY**. If you need additional space you may duplicate this page with the "Duplicate This Page" button below:

_____ COUNTY (LIST ONLY 1 COUNTY PER FORM)

[illegible]

SECTION B

**GROSS OPERATING REVENUE BY COUNTY FOR
BROKERING SERVICES**

Please provide the Gross Operating Revenues derived from all solid waste broker services in New Jersey during 2023.

TOTAL AMOUNT COLLECTED FROM EACH COUNTY SHOULD ADD UP TO TOTAL GROSS OPERATING REVENUE.

Gross Revenue is the total amount of money the collector has received from the collection of solid waste *before* any deductions from taxes, disposal fees, and any other associated expenses

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

County	2023 Broker Gross Revenue
Atlantic	
Bergen	
Burlington	
Camden	
Cape May	
Cumberland	
Essex	
Gloucester	
Hudson	
Hunterdon	
Mercer	
Middlesex	
Monmouth	
Morris	
Ocean	
Passaic	
Salem	
Somerset	
Sussex	
Union	
Warren	

**Total Gross Operating
Revenue During
Calendar Year 2023:**

\$ _____
Broker Total

END OF SECTION B

CLAIMING ZERO GROSS OPERATING REVENUE FOR COLLECTORS/TRANSPORTERS

Acceptable Reasons for Reporting Zero Gross Operating Revenue

- **Currently Not Operating** – If your company has been inactive in 2023 you must explain why, how long your company has been inactive, and when you intend to resume operation.
- **Collection/Transport/Brokering of Non-Regulated Materials** – Provide details of your operations and provide the solid waste ID or the non-regulated waste that your company collects/transport.
- **Collection/Transport/Brokering of Waste Not Generated in NJ** – Provide details of your operations and the origin of the waste that your company is collecting/transporting.
- **Waste Collected/Brokered to be collected from NJ Transfer Station or Rail Carrier and Transported Out of State** - Provide details of your operations.
- **Other** - Provide a detailed explanation for claiming zero revenue.

Unacceptable Reasons for Reporting Zero Gross Operating Revenue

- **Self-Generated Waste** - Self-generators are exempt from holding an A-901 License and a CPCN. Companies that do hold a CPCN should, therefore, not be reporting waste as “self-generated”.
- **Sub-Contractors**- All utilities holding a CPCN must report revenue regardless of contracting work with other Solid Waste Utilities.

****If you are claiming zero revenue for the calendar year of 2023, see the next page to provide details and certify zero gross operating revenue.***

**CERTIFICATION FOR COMPANIES CLAIMING ZERO
GROSS OPERATION REVENUE**

The certification below should only be completed by CPCN holders that are claiming zero gross operating revenue for calendar year 2023. You must also provide, in detail, the reason you are claiming zero revenue.

ZERO GROSS OPERATING REVENUE CERTIFICATION:

I certify under the penalty of law that this company's reportable Gross Operating Revenue as described on page 5, which are derived from fees, sales, services, and interest from all solid waste collected in NEW JERSEY during 2023 was ZERO dollars (\$0.00).

I also acknowledge that review of financial records of my company may be performed at any time by NJDEP to verify zero gross operating revenue.

I, _____ hold the title of _____ and am
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

duly authorized to sign this Annual Report showing Zero Gross Operating Revenue on behalf

of: _____.
(OFFICIAL COMPANY NAME)

Print Name of Owner/Authorized Member

Signature of Owner/Authorized Member

Today's Date

PROVIDE REASON(S) FOR REPORTING ZERO GROSS ANNUAL REVENUE:

Do not indicate "N/A" if claiming zero revenue

CERTIFICATIONS

****Please sign the “Customer Bill of Rights” OR check the box below accordingly****

CUSTOMER BILL OF RIGHTS (If you have **Regularly Scheduled Customers**, read and certify)

Regularly scheduled customers are considered residential, commercial, and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly

I certify under penalty of the law that I have notified each of my Regularly Schedule Customers at least once this year that solid waste collection services in New Jersey are available on a competitive basis as provided in the Customer Bill of Rights and that I have provided each of my customers with a copy of the customer bill of rights in the form set forth at N.J.A.C. 7:26H-5.12(b). **The Customer Bill of Rights may be downloaded at: <http://www.nj.gov/dep/dshw/resource/custbillofrights.pdf>**

I, _____ hold the title of _____ and am duly
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

authorized to sign this Customer Bill of Rights on behalf of: _____.
(OFFICIAL COMPANY NAME)

Print Name of Owner/Authorized Member

Signature of Owner/Authorized Member

Today's Date

OR

☐ **I DO NOT have Regularly Scheduled Customers**

Regularly scheduled customers are considered, commercial, and/or industrial customers that receive solid waste collection services on a regular basis, i.e. weekly, monthly, bi-weekly, bi-monthly.

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 Collectors/Transporters and Brokers 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:

John Smith

(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-9.9(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.

John Smith

(Signature of Owner or Officer)

Digitally signed by John Smith
Date: 2024.03.21 11:03:01 -04'00'

State of New Jersey County of Ocean

Sworn to and subscribed before me

this 21 day of March 2024

Sample Notary

Print Name of Notary Public or Officer Authorized to Administer Oath

Sample Notary

Digitally signed by Sample Notary
Date: 2024.03.21 11:06:34 -04'00'

Signature of Notary Public or Officer Authorized to Administer Oath

My Commission expires: 4/25/2025

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 Collectors/Transporters and Brokers 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: _____



IMPORTANT NOTICE: If your company is NO LONGER in business, please use this form to SURRENDER your A-901, CPCN and Decals, and MAIL to the address below. **DO NOT** submit if your company will continue to engage in NJ's waste industry.

New Jersey Department of Environmental Protection (NJDEP)

Notice of Surrender

A-901 License, Certificate of Public Convenience and Necessity (CPCN) and Waste Transporter Decals

Please read carefully. Legibly print and complete all information below:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

EMAIL: _____

NAME OF ALL COMPANY OWNER(S): _____;

_____; _____;

Additional Owners? Please check here ☐ and print name(s) on additional sheet

I, _____; hold the title of _____, and hereby
(NAME OF AUTHORIZED OWNER) (TITLE)

notify NJDEP, effective immediately, that I am voluntarily surrendering the A-901 License, CPCN, and all transporter decals issued to _____, and will no longer engage in the
(COMPANY NAME)
solid and/or hazardous waste business in New Jersey. I am fully aware that I must reapply, and be granted a license if I intend to re-enter the waste industry in the future.

I agree with these statements above and certify that I am duly authorized to sign and submit this "Notice of Surrender" on behalf of the company, its owners and members.

Print Name of Authorized Owner

Signature of Authorized Owner

Today's Date

Please check boxes below and fill in the correct NUMBERS as indicated:

Certificate of Public Convenience & Necessity (CPCN):	<input type="checkbox"/> YES: SW# _____	<input type="checkbox"/> NO <input type="checkbox"/> N/A
NJDEP Solid Waste Transporter Number (SW Hauler ID):	<input type="checkbox"/> YES: SW ID# _____	<input type="checkbox"/> NO <input type="checkbox"/> N/A
NJDEP Hazardous Waste Transporter Number (HW Hauler ID):	<input type="checkbox"/> YES: HW ID# _____	<input type="checkbox"/> NO <input type="checkbox"/> N/A
Does the company have CURRENT Waste Transporter Decals?	<input type="checkbox"/> YES*: #SW:____; #HW:____	<input type="checkbox"/> NO <input type="checkbox"/> N/A
Do you have any decal placed on Leased Vehicles/Equipment?	<input type="checkbox"/> YES*	<input type="checkbox"/> NO <input type="checkbox"/> N/A

*Current transporter decals placed on any **owned or leased containers; vehicles; and/or equipment**, are inactive upon **signature and must be removed immediately and mailed back to NJDEP** at the address below.

This completed form, and all decals and cab cards should be mailed to:

Roxanne Feasel, NJDEP A-901
401 E. State St., 2nd Floor West Wing
Mail Code: 401-02C, PO Box 420
Trenton, NJ 08625-0420