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

Electronic Waste Semi-Annual Report Instructions for Fillable Excel Reports

**Section 1 (Downloading the form):**

First download and save a local copy of the PDF file, "AR Semi Annual Report.pdf".

The next step is to open the PDF file inside of Adobe Acrobat Reader DC (a version of XI or higher is required). It is a free software available for download at https://get.adobe.com/reader/.

** Please note – Adobe Reader is required to access the Excel report forms and digitally sign the document. For step-by-step instructions on downloading and installing Adobe reader please visit https://helpx.adobe.com/acrobat/kb/install-reader-dc-windows.html (Windows) or https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html (Mac). **

Section 2 (Downloading the Report Form):

The Excel report should be saved to your computer directly from the PDF by clicking the green button labeled, "Download Report".
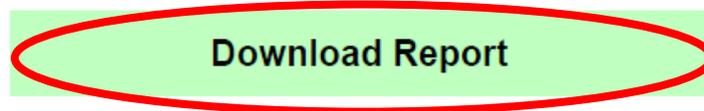

Features of the Excel report can only be used through enabling Macros on the form itself. To enable Macros, follow these steps immediately after opening the file in Microsoft Excel.

When opening the Excel report for the first time, you may be prompted a security warning towards the top of the form. Click on the "Enable Content" button.
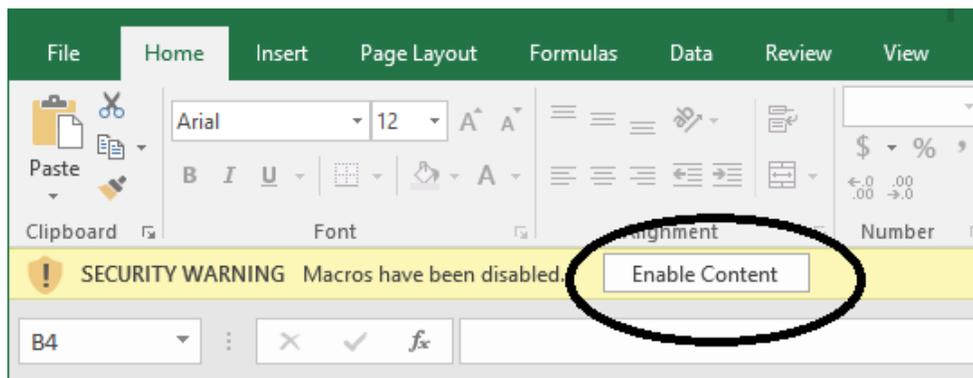
Then you may be prompted an additional question asking if you want to make this file a Trusted Document. Click on the "Yes" button.
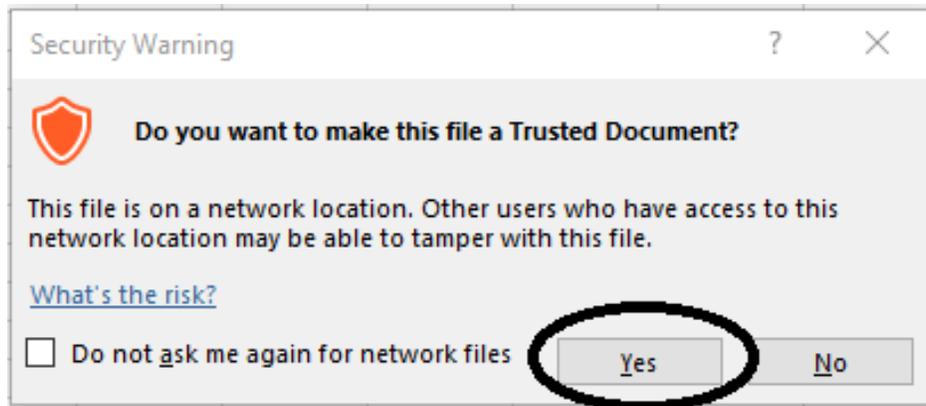
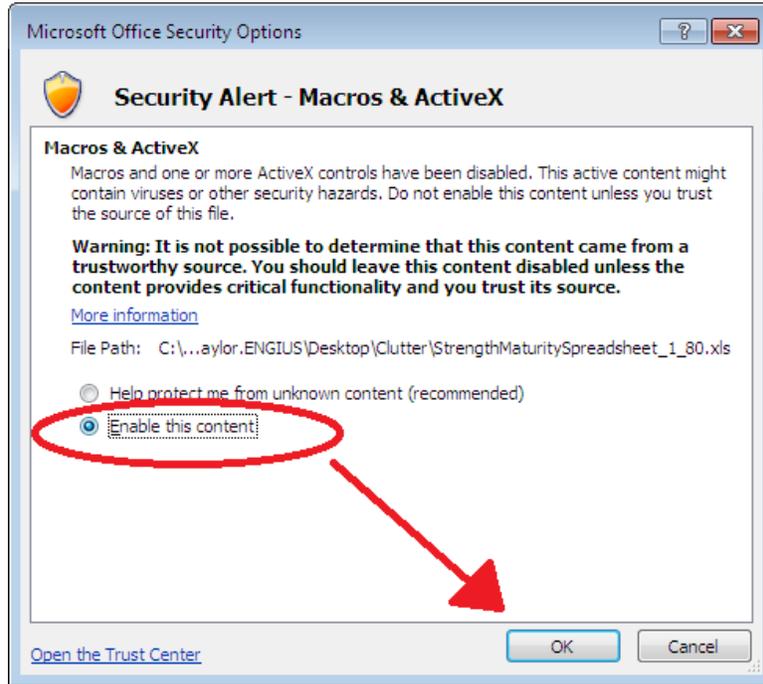Following these steps will enable Macros on your form, making the form work accordingly.

Enabling Macros on Older Versions of Microsoft Excel

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 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 a security warning towards the top of the form. Click on the "Options…" button.

Then you may be prompted 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, making the form work accordingly.

Section 3 (Attaching the Excel File):

Once the 6-month period is complete and all the information has been entered into the Excel file the report is ready to submit. Return to original PDF that the form was downloaded from and attach the completed Excel file. This is done by clicking the "Attach Completed Report" button in the section labeled "Submitting the Report".

Continue to the "Certification and Signature" section only after the report has been attached to the PDF.

Section 4 (Certification and Signature):

After attaching the completed report continue to the "Certification and Signature" section.

When opening the Certification and Signature form in Adobe Reader, the form will contain the ability to use digital signatures. Both the Owner/Authorized Member signature and the responsible individual(s) signature are required in the digital signature format. A signature field will be denoted by having a red mark in the top left corner of the field (see below).


Clicking on the signature field will bring up a prompt with steps instructing users to sign with a digital ID. The first step is to click the "Configure New Digital ID" button.
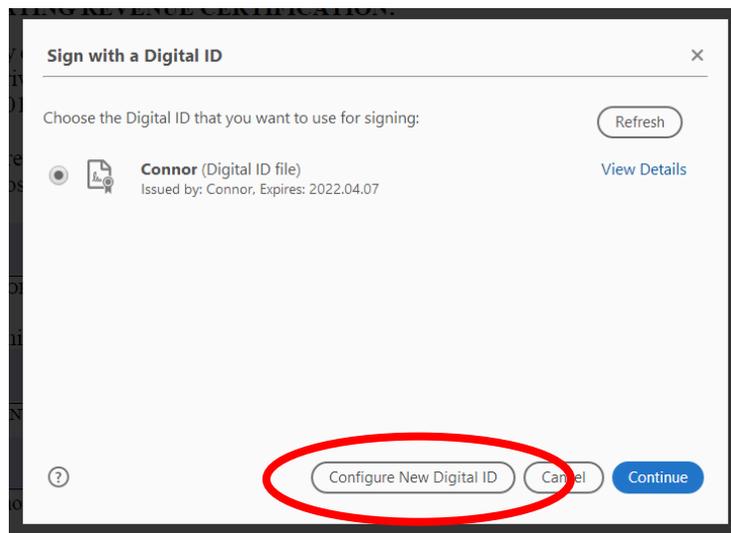
If you do not already have a Digital ID file on your computer then select the third option, "Create a new Digital ID" and click continue.
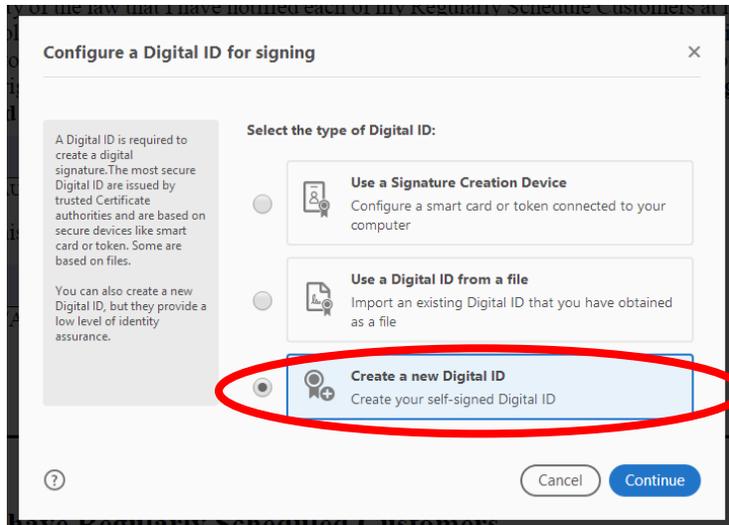
Select the "Save to File" option and click continue. Then enter your information and create a password
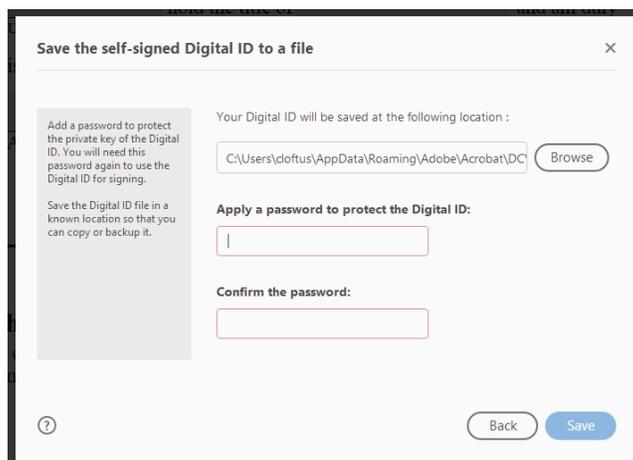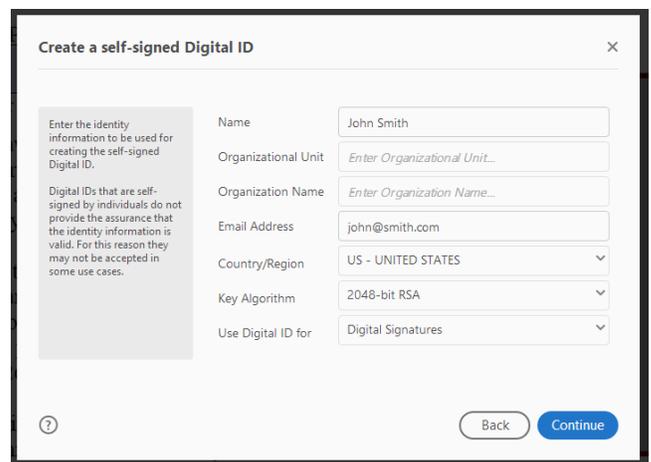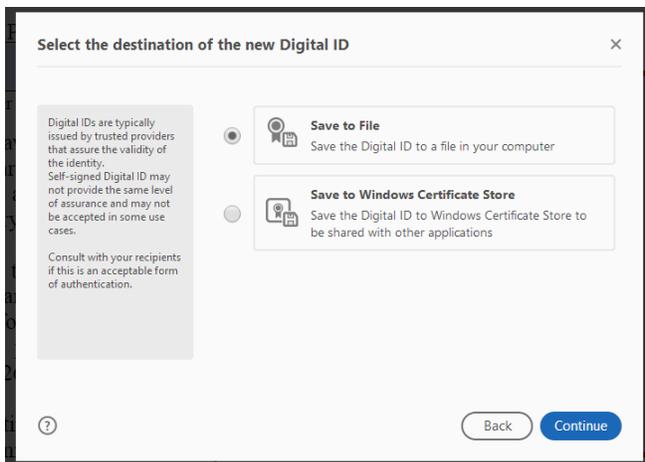
The digital ID that was created in the previous steps should now be selected. You will be prompted for your password. After entering your password click on the sign button in the bottom right of the window. The field will now be digitally signed.

Section 5 (Submission to the DEP):

After completing the report and the digital certification and signature, attach the report to the pdf and send it as an attachment to ecycle@dep.nj.gov Additionally, to facilitate an increase in performance and ease of use include any suggestions, questions or concerns in regards to this new submission method. Please remember to save all work with the form to maintain accurate records.