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

NJDEP ONLINE – SOLID WASTE TRANSPORTERS MONTHLY TONNAGE WORKBOOK INSTRUCTIONS

A. Applicability

Use this Workbook to enter monthly summaries of wastes hauled directly to out-of-State facilities from districts which have not designated an in-county weighing facility as required by N.J.A.C. 7:26-3.5(g). The completed Workbook must be uploaded through the Solid Waste Transporter Monthly Tonnage Report service on NJDEP Online (https://www.nj.gov/dep/online/) every month that waste is hauled directly to an out-of-State facility.

To successfully upload the Workbook in the NJDEP Online service, the most current version of the Workbook template must be used. The most recent version of the Workbook template can be found at https://www.nj.gov/dep/dshw/resource/forms.htm.

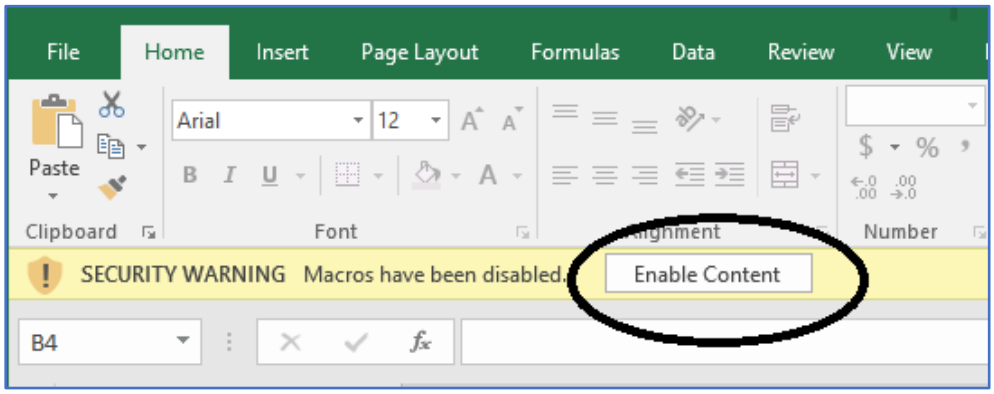
B. Time Frame

Monthly summaries are due no later than 20 days after the last day of the month being reported.

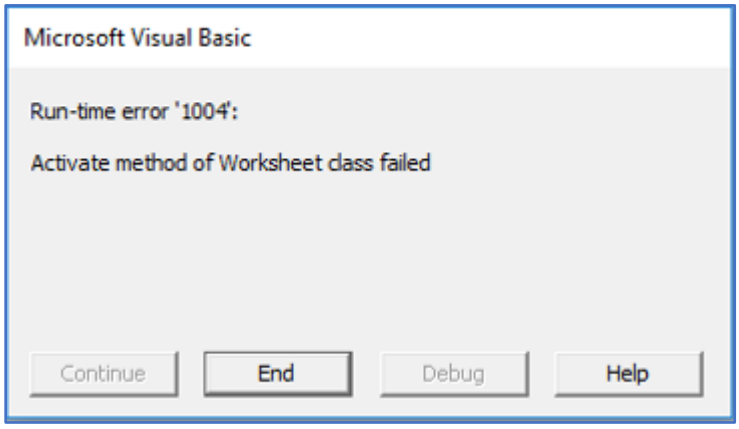
C. Opening the Workbook

Features of the Excel Workbook 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.

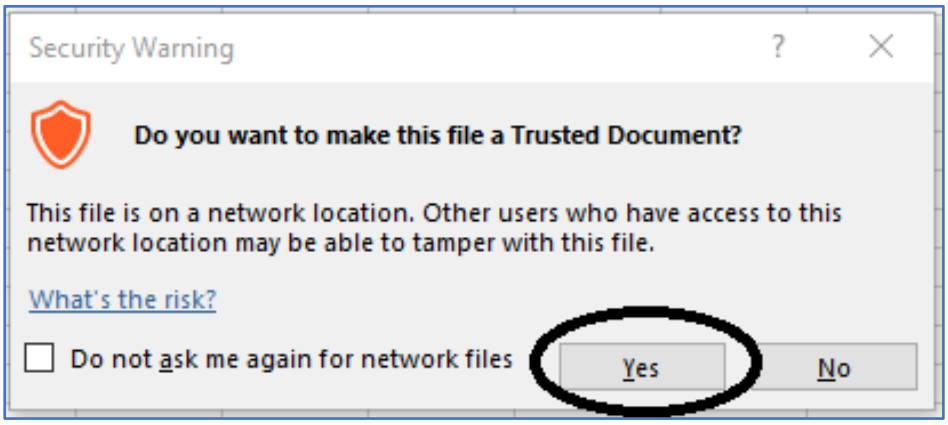
When opening the Excel Workbook for the first time, you may be prompted with a security warning towards the top of the form. Click on the "**Enable Content**" button. Sometimes, you may be prompted with an "**Enable Editing**" button instead; you must click this before the "**Enable Content**" button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

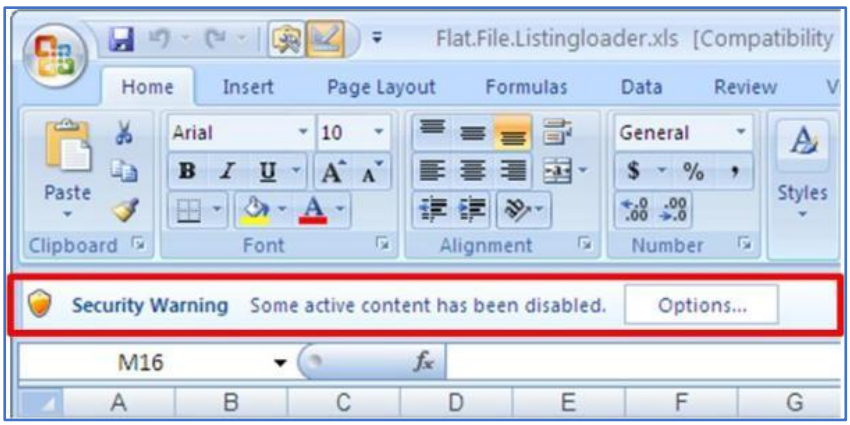


Following these steps will enable Macros on your form, making the form work properly.

****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 version of Microsoft Excel is from 2007 or earlier, follow these steps immediately after opening the file.

When opening the Excel Workbook 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, making the form work properly.

D. Filling Out the Workbook

1. Part-1 (Sheet 1)

   Sheet 1 of the Workbook is a summary sheet. It displays summaries of the quantities of each waste type disposed directly out-of-State.

   Part 1 has one field which is required to be completed and a comments field:

   - **Report Year and Month (Cell A2):** This is a required field. Enter the month and year of the reporting period for this submission in 'MM/YYYY' format (Ex: '01/2018'). Data entered in an invalid format will be cleared.

- **Comments (Column O):** Enter any comments you feel are relevant for the current row of data.

The cells highlighted in blue (B2 to N2) are totals that auto-calculate once data is entered in Sheet 2.

The cells from B2 to M2 display the total weight (in tons) of each solid waste type transported out-of-State. These are the sum of the amounts entered for each solid waste type in Part 2 of the report.

Cell N2 identifies the total weight transported directly out-of-State from Part 2 of the report.

2. Part-2 (Sheet 2)

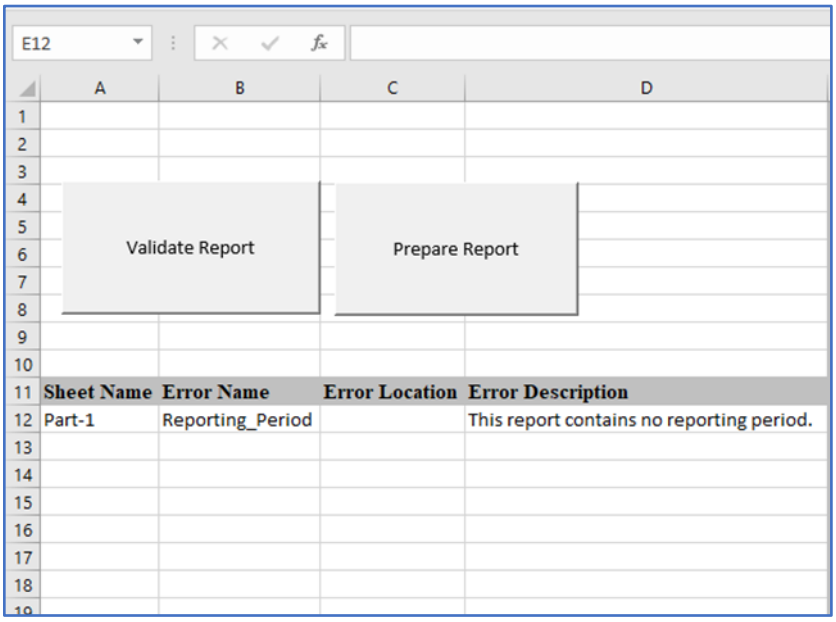
Sheet 2 must identify the weights of waste hauled to each out-of-State disposal facility. This information must be identified by the disposal facility's name and location, waste origin and waste type.

A separate row must be added for each combination of disposal facility and municipality of waste origin. The following fields are required for any row that contains tonnage:

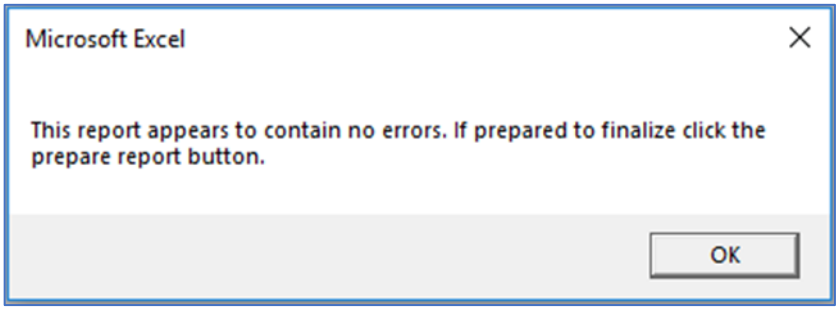
- **Disposal Facility Name (Column A):** Enter the name of the out-of-State disposal facility where the solid waste is disposed. This cell is free text.
- **Disposal Facility State (Column B):** Enter the state where the disposal facility is located. This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Disposal Facility Street Address (Column C):** Enter the street address where the disposal facility is located. This field is free text.
- **Disposal Facility County (Column D):** This cell will default to **"Out of State"** whenever a state is selected.
- **Disposal Facility Municipality (Column E):** Enter the municipality where the disposal facility is located. This field is free text.
- **Disposal Facility ZIP (Column F):** Enter the zip code of the disposal facility. 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.
- **County of Origin (Column G):** Enter the county where the solid waste originated. This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Municipality of Origin (Column H):** Enter the municipality where the solid waste originated. This field uses a drop-down list. Data may be typed or pasted. However, if data is entered incorrectly it will be cleared.
- **Waste Type 10 – 74 (Column I - T):** Enter the amount of solid waste in tons for the corresponding waste type. Only numerical values can be entered in these cells. If data is entered incorrectly it will be cleared.
- **Total Tons (Column U):** This field displays the total tonnage entered in a row. It is the sum of each waste type (columns I – T).
- **Comments (Column V):** Enter any comments you feel are relevant for the current row of data.

3. <u>Finalizing the Workbook (Prepare Report - Sheet 3)</u>

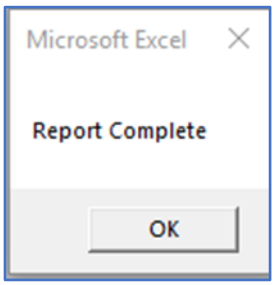
Validate Report: After you finish entering all your data into the worksheets described above, the Workbook must be validated by clicking the "Validate Report" button. This action will review the data entered in the Workbook to ensure it is in a valid format and complete. If an error is found during validation, the Workbook starting from line 12 will display issues that need to be fixed. Below is an example of a Workbook where the reporting period was not entered.



The Workbook will identify the sheet with the issue, the name of the error, the error location and a description of the error. After fixing each error, press the "**Validate Report**" button again to see if all the errors have been corrected. If no errors exist a popup will appear stating the document is ready to be prepared.



Prepare Report: After the Workbook has been validated, the next step it to prepare it. This should only be done when the Workbook is finished and ready to send. Press the button labeled "Prepare Report," which will lock the document and keep you from making changes. If you are unsure whether you are completely done with this Workbook, create a backup before pressing this button or wait until you are sure the document is finished. After pressing this button, a popup will appear that states the Workbook is now complete.



E. Completing the Submission

To complete the monthly report submission, the Workbook must now be uploaded via the Solid Waste Transporter Monthly Tonnage Report service on NJDEP Online (https://www.nj.gov/dep/online/).

F. Questions

Please direct inquiries pertaining to completion of the Workbook to the Bureau of Solid Waste Permitting at (609) 292-9880. Questions about the online service should be directed to njdeponlinesupport@dep.nj.gov.