

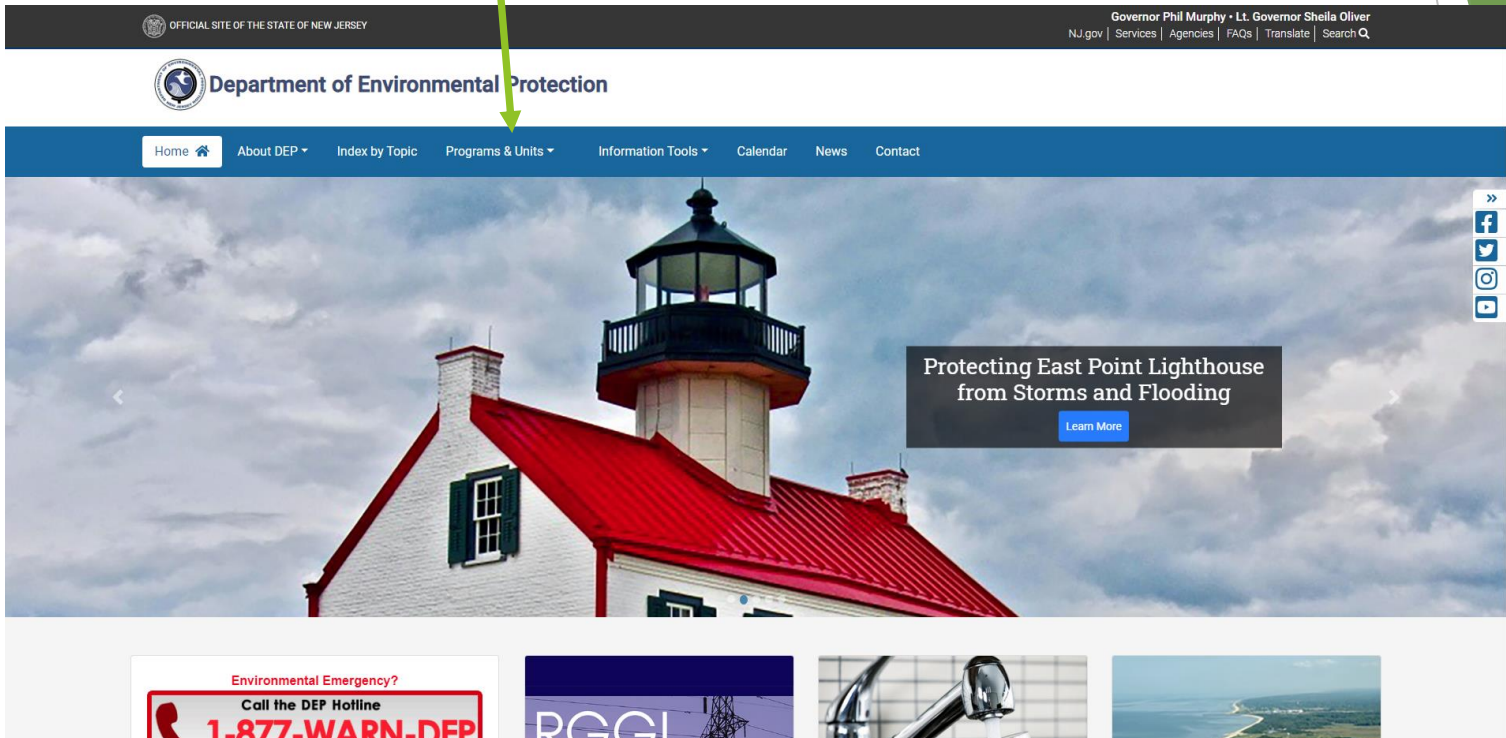
How to fill out a Municipal Tonnage Report and Accompanying forms

A quick visual guide

Erin Jensen, Environmental Specialist, NJDEP

To download a new copy of the Recycling Tonnage Report's Excel file, start by going to <http://www.nj.gov/dep/>

Click on Programs & Units



Then go to Recycling & Planning

Home About DEP Index by Topic Programs & Units Information Tools Calendar News Contact

Air, Energy & Sustainability <ul style="list-style-type: none">Air & Mobile SourcesAir MonitoringAir Quality Evaluation & PlanningAir Quality Stationary SourcesEnergyEnvironmental RadiationNuclear EngineeringRadiation ProtectionSustainabilityX-Ray Compliance	Climate and Flood Resilience <ul style="list-style-type: none">Climate Resilience PlanningCoastal EngineeringDam SafetyFlood ControlFlood Resilience Land Use <ul style="list-style-type: none">Land Use RegulationPolicy Implementation Natural & Historic Resources <ul style="list-style-type: none">Community ForestryFish & WildlifeGreen Acres & Ecological RestorationHistoric PreservationNatural HeritageNatural Resource RestorationNJ Forest Fire ServiceNJ Forest ServiceParks & Forestry Site Remediation & Waste Management <ul style="list-style-type: none">Landfill and Hazardous Waste PermittingRecycling & PlanningSolid and Hazardous Waste ManagementTransfer Stations & Recycling Facilities	Water Resource Management <ul style="list-style-type: none">Freshwater & Biological MonitoringMarine Water MonitoringMunicipal Finance and ConstructionNJ Geological SurveySource Water Assessment ProgramWater Monitoring & StandardsWater Pollution ManagementWater QualityWater Quality AssessmentWater Quality StandardsWater Supply & Geoscience Office of the Commissioner <ul style="list-style-type: none">Dispute ResolutionEmergency Management ProgramEnvironmental JusticeEnvironmental Research LibraryEqual Opportunity and Contract AssistanceGeographic Information Systems (GIS) UnitLegal AffairsLocal Government AssistancePermit Coordination & Environmental ReviewPress OfficeRecord Access (OPRA)Science, Research and Environmental Health
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Then, click on Government & Schools



Recycling Education

Recycling News

- [2021 DEP Recycling Awards Nomination Packet Now Available!](#)
- [New Jersey WasteWise Business Network Summer 2021 Newsletter](#)
- [Recycle Right NJ - Recycling Contamination Social Media Campaign Resources Now Available!](#)
- [DEP'S Recycle Coach App is Making Recycling Easier Than Ever in New Jersey](#)



RecycleCoach - a tool for residents to become better informed on recycling.



Preserving Resources
Preventing Waste
New Jersey WasteWise Business Network



Learn About Reuse Opportunities Here!



Food Waste Information and Resources

Click on “Recycling Tonnage Grant Program”

Government and Schools

What Must I Recycle?

- [List of Designated Recyclable Materials](#)
- [Electronic Waste Recycling](#)
- [Your County's Recycling Webpage](#)

Who Do I Contact About My Recycling Program?

- [Municipal Recycling Coordinators](#)
- [County Recycling Coordinators](#)

What is Waste Reduction?

- [Source Reduction \(Waste Reduction\)](#)
- [Reduce and Reuse \(USEPA\)](#)

What Programs and Tools Are Available to Governments and Schools?

- [Association of New Jersey Recyclers](#)
- [New Jersey WasteWise Business Network](#)
- [Promotional Tools for Recycling](#)
- [Recycling Awards](#)
- [Recycling Coordinator - Helpful Information for Recycling Coordinators](#)
- [Recycling Tonnage Grant Program](#)
- [Sustainable Jersey](#)
- [Sustainable Jersey for Schools](#)

Where Can I Get More Information?












- [Additional Resources and Information](#)
- [New Jersey Recycling Laws and Recycling Rules](#)
- [New Jersey Recycling Statistics](#)
- [Recycling Center & Recycling Markets Directory](#)
- [Frequently Asked Questions](#)


Why Is Recycling Important?

- [Environmental Benefits of Recycling](#)
- [Economic Benefits of Recycling](#)



Municipal Recycling Tonnage Report's Excel file is found here.

Document	File Format
Municipal Tonnage Grant Guide	
Instructions for completing Municipal Tonnage Grant Reporting Form in Excel	
Training for application forms (Tonnage Report, Expenditure Form and Certification Form)	
Municipal Tonnage Grant Reporting Form in Excel (Includes: Single Stream, Conversion and other tools)	
Certification Form for N.J.A.C. 7:26A-11 (Standards for municipalities)	
Expenditure Form for Past MTG Funds	
Statement of Intent	
MTG Recyclable Material Types and Codes	
Conversion Table	
Definitions	
N.J.A.C. 7:26A-11 (Standards for Municipalities)	

[Click here to download](#) 

Click on the Excel file once downloading is complete

The screenshot shows the 'Municipal Recycling Tonnage Grant' website. On the left is a navigation menu with categories like 'Residential', 'Business & Industry', and 'Tools'. The main content area has a title 'Municipal Recycling Tonnage Grant' and several informational paragraphs. A 'Document' list on the right contains several links. At the bottom left, a taskbar shows a file named 'mtgreportform (18).xls...' which is circled in red. A green arrow points from the top text to this file icon.

Recycling Information
Home
Residential
Business & Industry
Government & Schools
Electronic Waste
Contact Us / About Us

Tools
Find Information Just for You
Choose a Material for Recycling
Choose a Program

Municipal Recycling Tonnage Grant

NOTE: The Word and Excel files require Microsoft Word or other software that can open Word documents. PDF files require a PDF Reader. A free PDF reader is available from [Adobe](#).

Municipalities must report their tonnage electronically by downloading the tonnagegrant@dep.nj.gov as an MS Excel attachment by April 30th of each year. If a municipality whose report is being submitted. If a Certified Recycler is submitting a report for another municipality, the contact information for the Municipal Recycling Grant must be included in the body of the email.

A municipal resolution is no longer required to be submitted to DEFRA for the Municipal Recycling Grant.

READ THE LAW!! - THE RECYCLING ENHANCEMENT ACT IS NOW LIVE ON OUR WEBSITE.

NOTE: Convert your commingled into tons for the MTG Report

Document

- Municipal Tonnage Grant Guide
- Instructions for completing Municipal Tonnage Grant Report
- Training for application forms (Tonnage Report, Expenditure Certification Form)
- Municipal Tonnage Grant Reporting Form in Excel (including Conversion and other tools)
- Certification Form for N.J.A.C. 7:26A-11 (Standard Reporting Form)
- Expenditure Form for Past MTG Funds

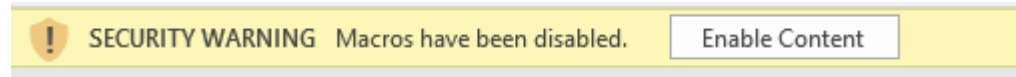
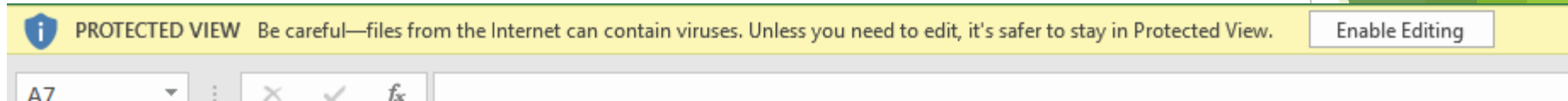
mtgreportform (18).xls...

This will open the Excel document

First Step is to Enable the Document

This will allow the spreadsheet to function properly.
You will not be able to save the document without this step.

Depending on your version of Excel you have on your computer, you may see either of these at the top of your Excel document

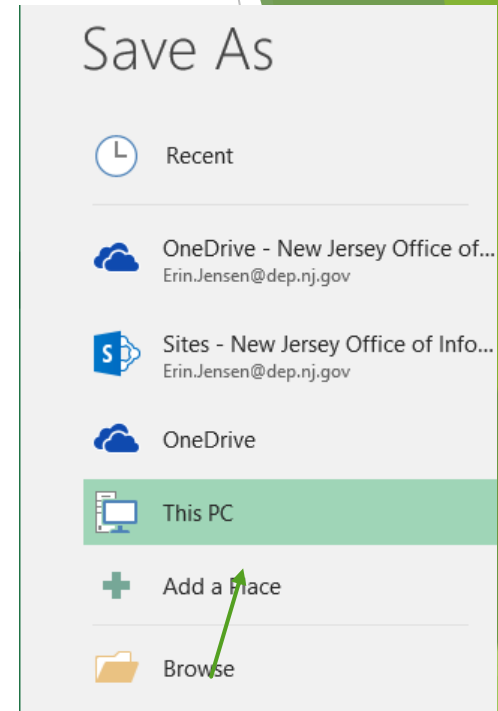
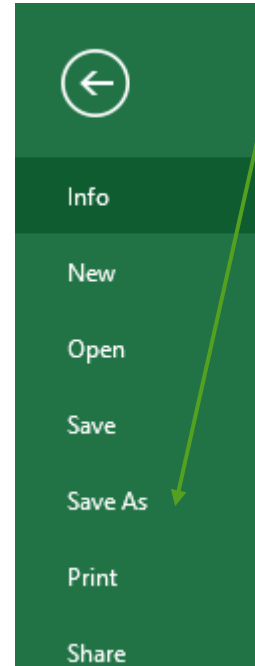
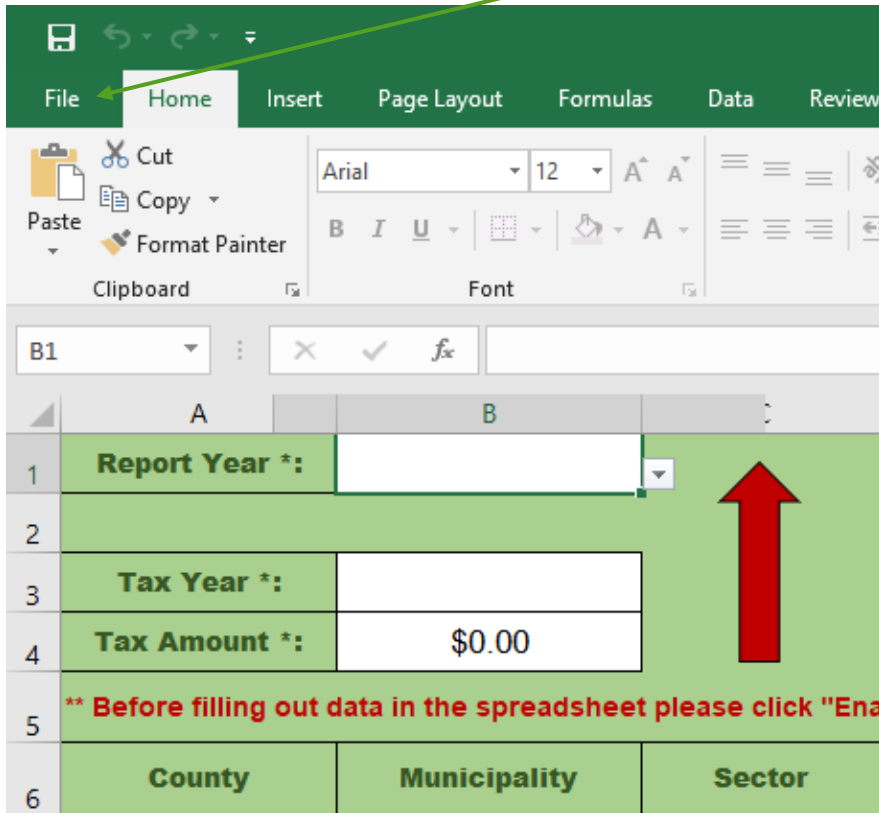


Click either Enable Editing or Enable Content depending on what you see.

If you clicked Enable Content you are done.

If you clicked Enable Editing you will now have the ability to Click Enable Content.

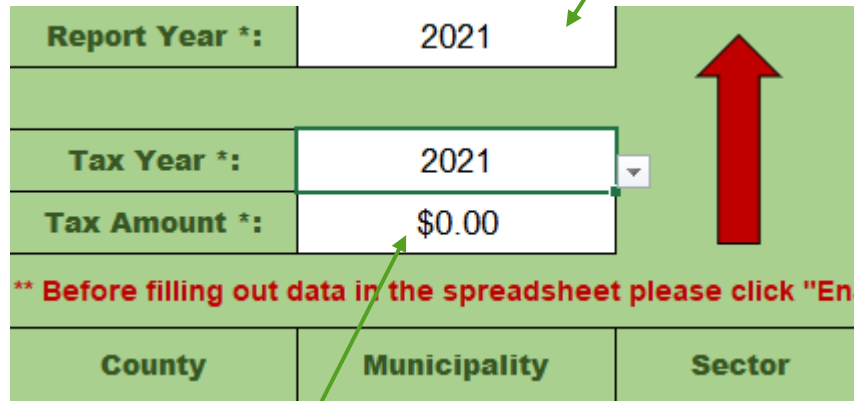
To save the document Click here and select “Save As”



Choose where you want to save your file by clicking “Browse”

**Save as:
(Municipality Name) 2021**

Next, fill out the year that the tonnage you are submitting was generated



Report Year *:	2021	
Tax Year *:	2021	
Tax Amount *:	\$0.00	
** Before filling out data in the spreadsheet please click "End"		
County	Municipality	Sector

Then, fill in your REA tax information for the same year

The REA tax is the \$3/ton tax paid on all SW disposed of in NJ
REA tax information can be found with your CFO or whomever tracks SW
disposed for your Municipality.

It can also be calculated by:
 $SW \text{ disposed (tons)} \times \$3 = \text{REA tax paid}$

Here is where you fill out **who is filling in the data** and **who is certifying and submitting the report**.

Certified By *:		(Certified Recycling Coordinator CRC)
Completed By *:		(Authorized individual on behalf of submitting municipality)


Please Note - The same individual may both certify and complete the report if they are a CRC and employed by the reporting municipality.

If the MRC filling out the report is a CRC, both fields should say the same name.

If the municipality has an agreement with another town or their county to submit the report on their behalf, the “Certified By” field should have the name of the CRC reviewing and submitting the report.

The CRC signing the report must be the person who submits the application

Once those fields are complete, it is time to insert your data. Each generator and each material type should be entered in its own row.

Report Year **: 2021		Certified By **: CRP (Certified Recycling Coordinator CRC)
		Completed By **: MRC (Authorized individual on behalf of submitting municipality)
Tax Year **: 2021	Please Note - The same individual may both certify and complete the report if they are a CRC and employed by the reporting municipality.	
Tax Amount **: \$123,456.00		

**** Before filling out data in the spreadsheet please click "Enable Macros" above. The form will not function correctly if macros are not enabled. ****

County	Municipality	Sector	Material	Material Amount (tons)	End Market Name	End Market State	End Market Street Address	End Market County	End Market Municipality	End Market Zip Code	End Market Phone Number

For example, if one generator generates 4 different types of recycled material, each material type should be entered on its own row.

This also applies to each type of End Market. If one generator generates a material and it is sent to 2 different End Markets, each End Market gets its' own line

Rows may be left blank, however, please make sure if you are skipping a line, to delete all information in that line

First, use the drop-down menu under the County column to choose the County.

	County	
6		
7		
	Atlantic (01)	
	Bergen (02)	
	Burlington (03)	
	Camden (04)	
	Cape May (05)	
	Cumberland (06)	
	Essex (07)	
	Gloucester (08)	
14		
15		

Once you make your selection, this field can be copied and pasted into any of the rows below. Please make sure there is a County selection for all the rows you enter data into.

Next, follow the same instruction to fill in the Municipality. The Municipality field will be populated with the municipalities in the County you selected in the previous step.

County	Municipality	
Atlantic (01)		
	Absecon (01)	
	Atlantic City (02)	
	Brigantine (03)	
	Buena (04)	
	Buena Vista (05)	
	Corbin City (06)	
	Egg Harbor City (07)	
	Egg Harbor Twp (08)	

*Note: All fields can be copy and pasted to as many rows as needed

Next, fill in the Sector field.

The options include Residential, Commercial, Institutional and Industrial (factory).

County	Municipality	Sector
Atlantic (01)	Absecon (01)	
		Commercial
		Residential
		Industrial (Factory)
		Institutional

Note: Industrial recycling does not qualify for MTG funding, however, is counted toward the overall recycling rate

Then fill in the Material field (the drop down will include all 30 material types)...

County	Municipality	Sector	Material	M
Atlantic (01)	Absecon (01)	Commercial		
			Corrugated (01)	
			Mixed Office Paper (02)	
			Newspaper (03)	
			Other Paper/Mag/JunkMail (04)	
			Glass Containers (05)	
			Aluminum Containers (06)	
			Steel Containers (07)	

...and the Material Amount in tons.

Please double check that all of your Material Amount is submitted in tons

Material	Material Amount (tons)
Corrugated (01)	

Industrial vs. Commercial

- ▶ Industrial - pre-consumer
 - ▶ Paper scrap from creating newspapers/magazines
 - ▶ Food scraps from packaging facilities
 - ▶ Left over packaging after design change
- ▶ Commercial - post-consumer
 - ▶ Recyclables generated in cafeterias
 - ▶ Paper recycled from offices
 - ▶ Recycling collected from restaurants (front and back end)

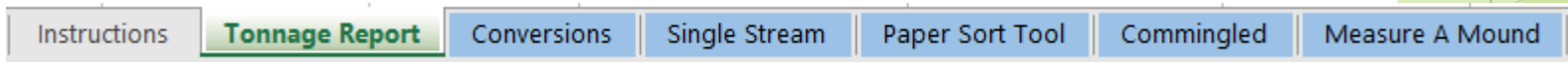
Once those first 5 fields are filled in, enter the rest of the requested information.

End Market Name	End Market State	End Market Street Address	End Market County	End Market Municipality	End Market Zip Code	End Market Phone Number

Once you enter the Material amount, the remaining required columns will turn red. This is a reminder to not forget these fields. Please fill these fields out to the best of your ability.

End Market Name	End Market State	End Market Street Address	End Market County	End Market Municipality	End Market Zip Code	End Market Phone Number








Continue to follow these steps until all of your data is entered.



The remaining tabs along the bottom are the same as in previous spreadsheets

Next step is to fill out the Expenditure Report for MTG funds from previous years.

The Excel file can be found in the same place as the Tonnage Report.

Document	File Format
Municipal Tonnage Grant Guide	
Instructions for completing Municipal Tonnage Grant Reporting Form in Excel	
Training for application forms (Tonnage Report, Expenditure Form and Certification Form)	
Municipal Tonnage Grant Reporting Form in Excel (includes: Single Stream, Conversion and other tools)	
Certification Form for N.J.A.C. 7:26A-11 (Standards for municipalities)	
Expenditure Form for Past MTG Funds	
Statement of Intent	

You will need to Enable Content and/or Enable Editing again

! SECURITY WARNING Macros have been disabled. Enable Content

i PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Save the same way as the Tonnage Report.
Name as (Municipality Name) 2021 Expenditures

First Step is to Enter in the total Grant amount your town was awarded for the listed grant year

2018 Grant Amount:	County:	Municipality:
Calendar Year 2021 MTG Expenditures		

Then enter your County and Municipality information

Grant year is the name of the grant, not the year you received the grant funds. I.e., you received the 2018 grants funds at the end of 2020

This information can be found at <http://www.nj.gov/dep/dshw/recycling/stats.htm>
The totals are listed by year under Recycling Tonnage Grant Payout Schedule








Then, fill in all the ways you spent MTG funds during calendar year 2021.

Calendar Year 2021 MTG Expenditures		
Item	Amount Spent	Comments

Please note: this is a change from previous years when we asked how money from a specific grant check was spent

Save your finished form

Next step is to Download the Certification Form.
The PDF file can be found in the same place as the Tonnage Report.

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Municipal Tonnage Grant Guide	
Instructions for completing Municipal Tonnage Grant Reporting Form in Excel	
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Click on the PDF icon to open the PDF as a web document

Print the document

Sign the form, scan it into your computer and save as a PDF
The form must be signed by the **Mayor (or equivalent, if you do not have a Mayor title)** of the Municipality

Certification to comply with requirements in N.J.A.C 7:26A-11 (standards for municipalities)

I _____ hereby certify that _____
Name, Title (Mayor) *Name of municipality*

complied with the requirements set forth in N.J.A.C 7:26A-11 (standards for municipalities) in 2021 and intends to comply with same in 2022.

Date: _____
Signed (Mayor)

Save your finished form
Name as (Municipality Name) 2021 Certification

Last step is to Download the Statement of Compliance/Intent Form.

The PDF file can be found in the same place as the Tonnage Report.

Document

File Format

Municipal Tonnage Grant Guide



Instructions for completing Municipal Tonnage Grant Reporting Form in Excel



Training for application forms (Tonnage Report, Expenditure Form and Certification Form)



Municipal Tonnage Grant Reporting Form in Excel (includes: Single Stream, Conversion and other tools)



Certification Form for N.J.A.C. 7:26A-11 (Standards for municipalities)



Expenditure Form for Past MTG Funds



Statement of Intent



Click on the PDF icon to open the PDF as a web document

Print the document

Sign the form, scan it into your computer and save as a PDF
The form should be filled out and signed by the MRC (CRP certification not required)

Statements of Compliance/Intent – 2021 MTG program

Compliance

I, _____, attended at least 1 County-held recycling meeting
*Municipal Recycling Coordinator (MRC)**

during calendar year 2021.

Name of County sponsoring meeting: _____ Date of meeting: _____
County name

Intent

I, _____, intend to visit/tour at least one Class A recycling facility
*MRC**
during calendar year 2022.

And,

I, _____, intend to attend at least 1 County-held recycling meeting
*MRC**

during calendar year 2022.

Printed Name

Title

Signature

Date

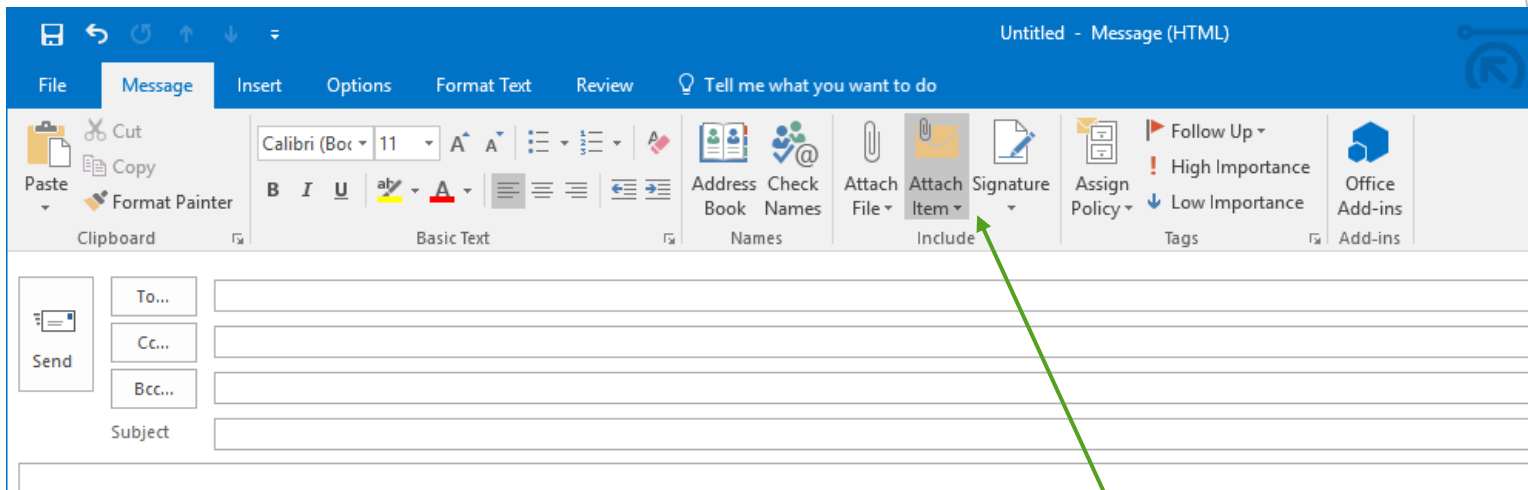
*These activities are intended to be completed by the Municipal Recycling Coordinator of the Municipality submitting the MTG application. For this form and these activities, being a Certified Recycling Professional is not required.

Save your finished form
Name as (Municipality Name) 2021 Statement of Compliance/Intent

All final documents should be attached to an email

The Tonnage Report and Expenditure Report should be attached as an Excel file.
The Certification and Statement of Compliance/Intent forms should be attached as individual PDFs.

Below instructions are for Outlook 365. Steps may vary by email provider.



Open a new message and click on “Attach File”
Choose your Tonnage Report, Expenditure report, Certification form
and Statement of Compliance/Intent form one at a time

Files can also be dragged and dropped into the message field

Send the email to TonnageGrant@dep.nj.gov

Send

From ▾ Erin.Jensen@dep.nj.gov

To tonnagegrant@dep.nj.gov

Cc

Bcc

Subject (Municipality) 2021 MTG application

(Municipality) 2021 Tonnage report.xlsm 787 KB

(Municipality) 2021 Expenditures.xlsm 54 KB

(Municipality) 2021 Certification.pdf 9 KB

(Municipality) 2021 Statement of Intent.pdf 120 KB

Created by contact:

Name
Title
Email address
Phone number

CRP contact:

Name
Title
Email address
Phone number

This is where you will also note what your “Other Materials” are and any notes on large deviations from previous years tonnages

Please include the name of the reporting Municipality in the email subject line

Include the contact information (name, title, email and phone number) for the person who created the Tonnage Report and the CRC signing the report in the body of the email.

Applications are due no later than April 30, 2022

If applications are submitted in full by April 30,
then the Tonnage Report may be resubmitted to
the Department by June 15, 2022

You will receive a Thank You email once your complete application has been received and initially reviewed



If you have any additional question, please feel free to email Erin Jensen at TonnageGrant@dep.nj.gov or call at (609)984-4250