# Semiannual Reporting Requirements in N.J.A.C. 7:26J-4.1

Rule Published March 3, 2025

OVERVIEW

# New Rule Requirements and Other Changes

1. The Authorized Recycler semiannual report was updated to meet new rule requirements

2. Group Plan Administrators are required to submit semiannual reports; this is a new form

3. Manufacturer report includes additional recycler contact information

4. Non-Local Government Unit (private) collection sites will submit a new form

5. Local Government Unit (LGU) form includes additional recycler contact information

# Local Government Unit (LGU) Report



# Changes to the LGU Form

1. Added requirements on Contact Info tab for authorized recycler contact name, mailing address, phone number, and email address

2. Added "time CEDs transported" to Transported tab

Recycle My Electronics

Read the FAQs

Contact an Authorized Recycler

E-Cycle Legislation

Other E-Cycle Resources

Recycling

Submit My Semiannual Report

Electronic Waste

Tools

Consumer

Manufacturers

Retailer

Local Government

Authorized Recycler Registration Form

Recycling Audiences

Choose a Material for Recycling

Choose a Program

# Reporting Forms

Please Note: To download a form, right click on the link and select either "Save Target As" or "Save Link As". The Certification Forms must be saved locally onto your computer and then opened using Adobe Reader. It is a free software available for download at https://get.adobe.com/reader/. The fillable forms will not function correctly if opened in a web browser. The reporting forms must be opened in EXCEL and macros enabled by clicking the "Enable Content" button located at the top of the page."

**PLEASE USE THE LINK PROVIDED BELOW TO ACCESS THE APPROPRIATE FORM.**

**Manufacturer**

- Instructions for the Reporting Form
- Reporting Form
- Certification

**Group Plan Administrator (GPA)**

- Instructions for the Reporting Form
- Reporting Form
- Certification

**Authorized Recycler (AR)**

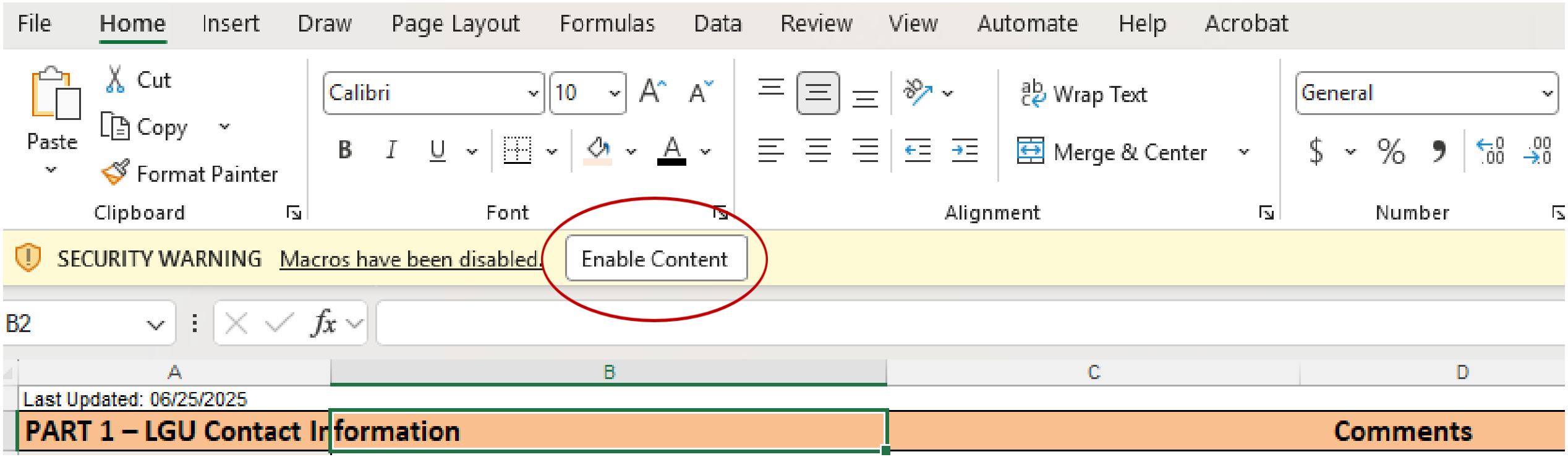
- Instructions for the Reporting Form
- Reporting Form
- Certification

**Collection Site/Local Government Unit (LGU)**

- Instructions for the Reporting Form
- Reporting Form
- Certification

**Private Collection Site (PCS)**

- Instructions for the Reporting Form
- Reporting Form
- Certification


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SECURITY WARNING
Macros have been disabled.
Enable Content
B2
A
B
C
D
Last Updated: 06/25/2025
PART 1 – LGU Contact Information
Comments

| PART 1 – LGU Contact Information | | Comments |
|---|---|---|
| Submission Date | | |
| Did you collect CEDs for this reporting period? | (●) Yes ( ) No | |
| Is this location in a manufacturer collection plan? | (●) Yes ( ) No | |
| Do you charge a fee for collection of CEDs? | (●) Yes ( ) No | |
| Are you charged a fee for the recycling of CEDs? | (●) Yes ( ) No | |
| 6-Month Reporting Period (Check one) | (●) January - June ( ) July - December | |
| Reporting Year: (Enter as YYYY, ex '2025') | | |
| Collection Location Name: | | |
| Collection Location Street Address: | | |
| Collection Location Municipality: | | |
| Collection Location County: | | |
| Contact Person's Name/Title: | | |
| Certified Recycling Professional (CRP): *(if applicable)* | | |
| Contact Email Address: | | |
| Contact Phone Number: | | |
| Mailing Address: (if different than the above) | | |

| Authorized Recycler(s) (AR) and ALL other Transporter/Handler Contact Information | | | | |
|---|---|---|---|---|
| **AR PI Number if applicable** *(NJDEP issued 6 digit number)* | **Authorized Recycler/Transporter/Handler Name** | **Authorized Recycler/Transporter/Handler Street Address** | **Contact Person's Name and Mailing Address** | **Contact Person's Phone and Email** |
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| A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|
| **Collection Location Name:** | **[enter name on '1 - Contact Info' tab]** | | | | | | |
| | **PART 2: DATE, WEIGHT OF CEDs RECEIVED** | | | | | | |
| | ***Weight Received in pounds:*** **for each type of CED per day for this 6-month reporting period** | | | | | | |
| **Date CEDs received at your location (per day)** | **CED Computers** *(Including Computer Monitors)* | | **CED TVs** | | **CED Desktop Printers and Desktop Fax Machines** | | **Total CED Weight Received** |
| | **0.00** | **lbs.** | **0.00** | **lbs.** | **0.00** | **lbs.** | **0.00** |
| **Example: 02/19/2025** | **120.00** | **Pounds** | **100.00** | **Pounds** | **200.00** | **Pounds** | **420.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |
| | | Pounds | | Pounds | | Pounds | **0.00** |

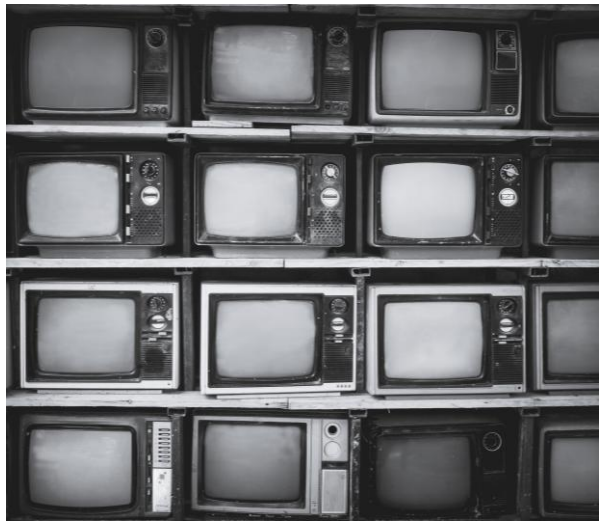
| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | **Collection Location Name:** | **[enter name on '1 - Contact Info' tab]** | | | | | | | | |
| 2 | | **PART 3: DATE, WEIGHT OF CEDs TRANSPORTED** | | | | | | | | |
| 3 | | | | ***Weight Transported (in lbs.)*** **for Each Type of CED** | | | | | | |
| 4 | **Company Transporting CEDs** | **Date CEDs Transported From Your Location** | **Time CEDs Transported From Your Location** | **CED Computers** *(Including Computer Monitors)* | | **CED TVs** | | **CED Desktop Printers and Desktop Fax Machines** | | **Total Weight (in lbs.) Transported: for this 6-month reporting period** |
| 5 | | | | **0.00** | **lbs.** | **0.00** | **lbs.** | **0.00** | **lbs.** | **0.00** |
| 6 | **FCP Stellar Recycling, Inc.** | **Example: 02/19/2017** | **2:15:00 PM or 14:15** | **120.00** | **Pounds** | **100.00** | **Pounds** | **200.00** | **Pounds** | **420.00** |
| 7 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 8 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 9 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 10 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 11 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 12 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 13 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 14 | | | | | Pounds | | Pounds | | Pounds | **0.00** |
| 15 | | | | | Pounds | | Pounds | | Pounds | **0.00** |

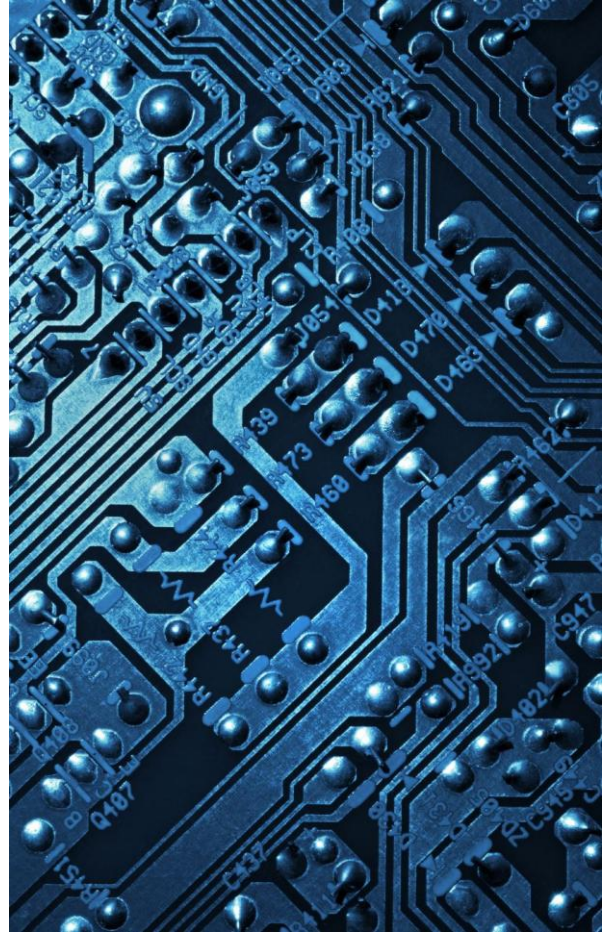
| A | B | C | D | E |
|---|---|---|---|---|
| **Collection Location Name:** [enter name on '1 - Contact Info' tab] | | | | |
| **Summary Sheet (Totals Per Transporter)** | | | | |
| **Company Transporting CEDs** | **Total CED Computers** | **Total CED TVs** | **Total CED Desktop Printers and Desktop Faxes** | **Total CEDs Transported** |
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## Thank you!





# Questions?

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