

**New Jersey Department of Environmental Protection
Division of Sustainable Waste Management**

Certificate of Public Convenience and Necessity (CPCN) Annual Report for:

**Solid Waste Collectors/Transporters and Brokers
Solid Waste Disposal Utilities**

Question: Where and how do I begin completing the report?

Answer: Before you can complete the 2025 CPCN Annual Report, you must first gain access to the DEP Submission Portal by submitting an “access request” and receiving approval. Once approved, you’ll receive an email with account setup instructions. Please follow the process outlined in the following link: <https://dep.nj.gov/wp-content/uploads/dshw/request-access-instructions-2.18.26-final.pdf>

Once you have access to the DEP Submission Portal, you can find the report by opening a web browser (Google Chrome, Internet Explorer, etc.) and going to <http://www.state.nj.us/dep/dshw/swpl/cpcn.html>. Look for the link entitled 2025 Annual Utility Report for Solid Waste Collectors / Transporters and Brokers or for Solid Waste Disposal Utilities and click on it. Once you open the report in the NJDEP Submission Portal, you will be able to complete and submit the report. Detailed instructions on the different sections of the report can be found at the following link: <http://www.state.nj.us/dep/dshw/swpl/cpcn.html>.

Question: How do I enter text into the report?

Answer: Text can be entered into any section that has an input box. The first place to enter text is in the top left-hand corner where you must enter your CPCN SW Number.

The screenshot shows the 'CPCN Annual Collector Report' web form. At the top, there is a navigation bar with tabs for 'Instructions', 'Collector Report', 'Section A', 'Section B', 'Zero Gross Operating Revenue', and 'Certifications'. The 'Collector Report' tab is selected. Below the navigation bar, there is a 'Utility Report CPCN SW' input field with a red arrow pointing to it and a 'This field is required' message. To the right of this field is a 'Filing Year' dropdown menu. Below these fields, there is a section titled 'CPCN ANNUAL UTILITY REPORT FOR COLLECTORS/TRANSPORTERS AND BROKERS' with a sub-section 'FILL IN ALL INFORMATION BELOW:'. This section contains checkboxes for 'COLLECTOR/TRANSPORTER' and 'BROKER'. Below this, there is a section titled '1. INFORMATION *Required: Working Contact Information' with three input fields for 'OFFICIAL COMPANY NAME', 'EMAIL', and 'STREET ADDRESS'.

Question: What is my CPCN SW Number and how do I find it?

Answer: Your CPCN SW number is a 4-digit number anywhere from 0000 to 4000 that was assigned to your company when it was issued a Certificate of Public Convenience and Necessity. Please refer to your Certificate or the order that was issued with it to determine your CPCN SW number. If you cannot locate a copy of your Certificate, you may contact the Economic Regulation Unit at (609) 984-4250 or swutility@dep.nj.gov for assistance.

Question: Are there instructions for completing the report?

Answer: Yes, instructions are provided at the same website that contains the report: <http://www.state.nj.us/dep/dshw/swpl/cpcn.html>. Please follow the instructions as provided to ensure that the report is completed and submitted correctly.

Question: I need to add more information than space provided. What do I do?

Answer: Those pages in which more space is anticipated to be necessary include a button entitled “Add Entry”. If you need additional entries on a page, click on the “+ ADD ENTRY” button at the bottom of the section.

Please see the example below of the “+ ADD ENTRY” button:

2. LIST OFFICERS AND EQUITY HOLDERS:

▼ List Officers and Equity Holders

Name *	Title *	Equity (%) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ ADD ENTRY REMOVE ENTRY

If the “+ ADD ENTRY” button was accidentally pressed, or is no longer needed, it may be deleted by clicking the “REMOVE ENTRY” button located to the right of the “+ ADD ENTRY” button.

2. LIST OFFICERS AND EQUITY HOLDERS:

▼ List Officers and Equity Holders

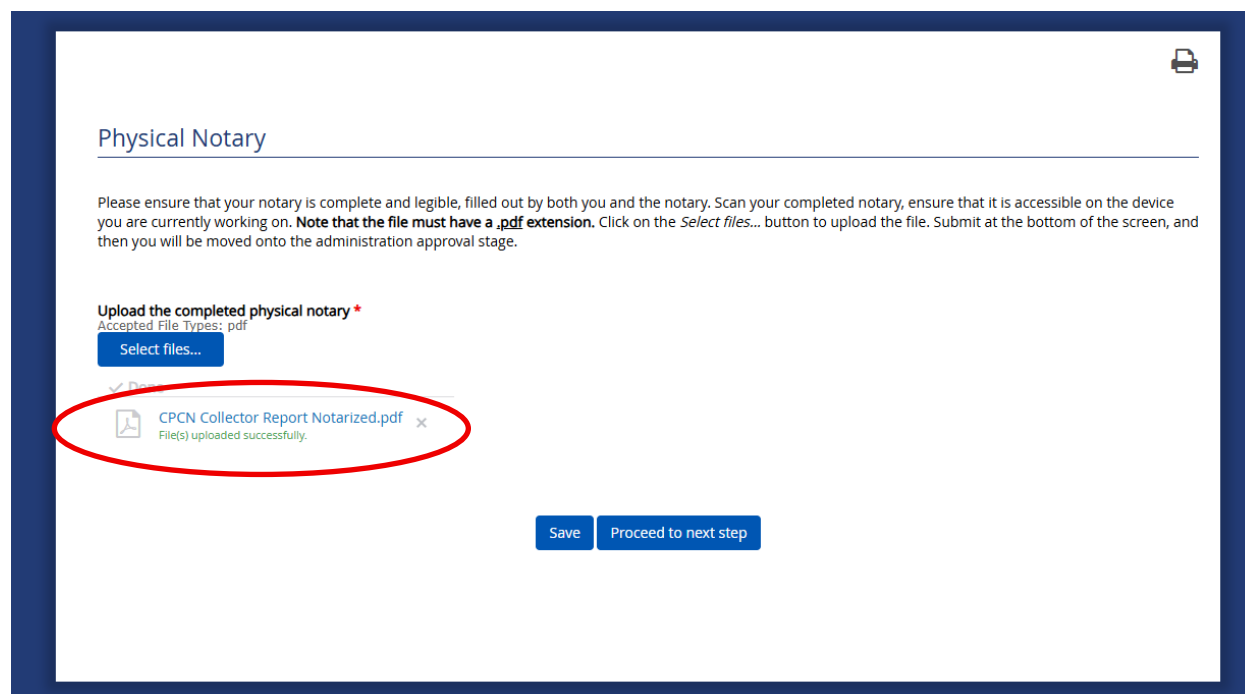
Name *	Title *	Equity (%) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ ADD ENTRY REMOVE ENTRY

Clicking this “REMOVE ENTRY” button will delete the entry from the report.

Question: How can I confirm that I've attached files to the report?

Answer: When you attach a file, you will see the file appear with the message, "File Uploaded Successfully." This will confirm that the file is attached. Please see below screenshot:



Question: Have any of the questions changed from the previous report?

Answer: No, the same information required to be submitted is the same as the previous 2024 Annual Utility Report for Collectors/Brokers.

Question: Can I get the report physically notarized?

Answer: Yes, please follow the instructions that are provided at the same website that contains the report: <http://www.state.nj.us/dep/dshw/swpl/cpcn.html>. Please follow the instructions to ensure that the report is completed and submitted correctly.

Question: My company occasionally subcontracts work to another solid waste hauler. Do I have to report the revenue that I received from the customer even if I don't take the waste to a disposal facility?

Answer: Yes, any money that your company received from a customer for solid waste services in the State of New Jersey that you subcontracted to another hauler must be reported. Please be aware that the amount you report as received from the customer will automatically be included on the Other Sources of Revenue. You must also report the amount of money you paid the subcontractor (hauler) to perform the job.

Question: My company occasionally acts as a subcontractor for another solid waste hauler. Do I have to report the revenue that I was paid for the subcontracted work?

Answer: Yes, any money that your company received to perform subcontracted solid waste services in the State of New Jersey must be reported. Please be aware that the waste picked up and corresponding gross revenue MUST ALSO be reported on the disposal section of the report.

Question: I'm not sure what is meant by electronic notarization, can you explain further?

Answer: The required electronic notarization in the annual report is essentially the act of a notary public using a digital signature instead of a raised stamp.

Please note that you should not seek out an “e-notary” licensed individual to complete the notary section. Any notary public (including any attorney licensed to practice law in the State of NJ) can notarize the report electronically.

Question: I was told that electronic notarization is not legal in New Jersey, can you clarify?

Answer: 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 (N.J.S.A. 12A:12-11). Since the Annual Report includes an oath to be made by the “Proprietor, Partner, President or other principal officer of the utility”, this report does qualify for the use of an electronic notarization. In addition, the Department has confirmed with the NJ Department of Treasury that the use of an electronic notarization is proper in this circumstance so long as the notary is physically present with the officer of the utility.

Question: Does the DEP offer notary services?

Answer: Yes, the DEP has commissioned notaries public on staff who may assist you with the notarization process. Staff will work with you to provide this notary assistance.

The DEP may offer notary assistance at Department Headquarters in Trenton. Please contact the main Bureau of Solid Waste Planning & Licensing at (609) 984-4250 or by e-mail at SWUtility@dep.nj.gov to schedule an appointment.

Question: If I have further questions whom may I contact?

Answer: The Economic Regulation Unit is available to answer any inquiries you may have on state working days by dialing (609) 984-4250. Or you may e-mail the Unit anytime at SWUtility@dep.nj.gov.