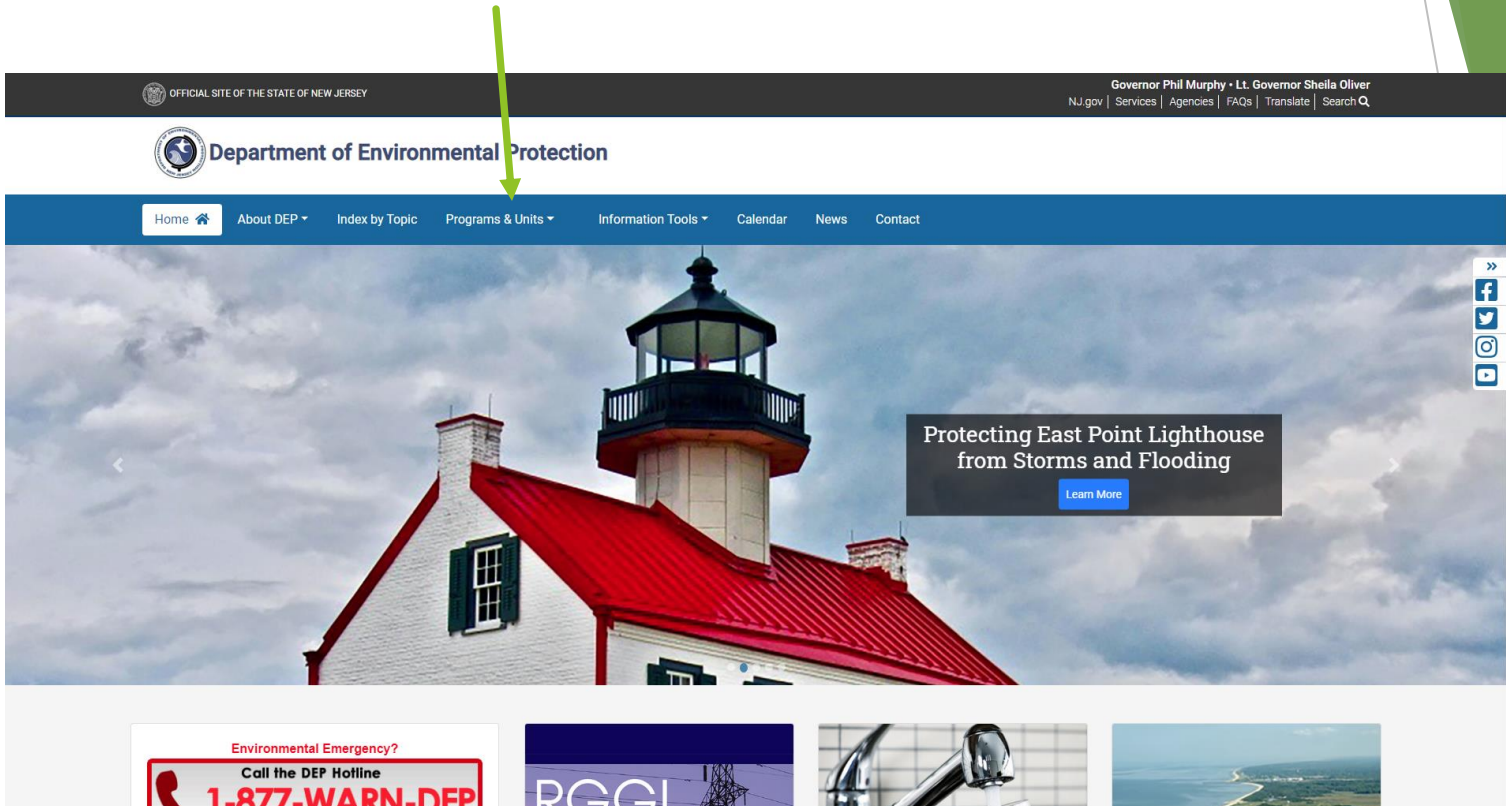


How to fill out a Municipal Tonnage Report and Accompanying forms

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 <https://dep.nj.gov/>
Click on Programs & Units



Then go to Recycling & Planning

Fish & Wildlife		Climate Resilience	Water Resource Management
Fishing	Hunting	Blue Acres	Freshwater & Biological Monitoring
Wildlife	Destinations	Climate Resilience Planning	Marine Water Monitoring
Conservation	Education	Contaminated Site Remediation & Redevelopment	Municipal Finance & Construction
State Parks, Forests & Historic Sites		Brownfields	Pesticides Licensing & Operations
Forest Service	Forest Fire Service	Remediation Management	NJ Geological Survey
Historic Sites	Natural Lands Management	Unregulated Heating Oil Tanks	Pesticides Enforcement
State Park Police	State Park Service	Office Of The Commissioner	Source Water Assessment Program
Air, Energy & Materials Sustainability		Administrative & Executive Orders	Water & Wastewater Licensing
Air Compliance & Enforcement		Community Investment & Economic Revitalization	Water Compliance & Enforcement
Air & Hazardous Materials Enforcement		Community & Local Government Assistance	Water Infrastructure Investment Plan
Air Monitoring		Dispute Resolution	Water Monitoring & Standards
Air Quality		Emergency Management	Water Pollution Management
Air Quality Evaluation & Planning		Enforcement Policy	Water Quality
Air Quality Mobile Sources		Environmental Justice	Water Quality Assessment
Air Quality Regulation		Environmental Research Library	Water Quality Standards
Air Quality Stationary Sources		Equal Opportunity & Contract Assistance	Water Supply & Geoscience
Chemical Release Information		Green Acres	Watershed & Land Management
Climate Change		Geographic Information Systems (GIS)	Coastal Engineering
Diesel Enforcement		Historic Preservation	Coastal & Land Use Enforcement
Discharge Prevention		Legal Affairs	Dam Safety
DriveGreenNJ		Local Environmental Management	Flood Control
Environmental Radiation		Natural Resource Restoration	Flood Resilience
Hazardous Waste Compliance & Enforcement		Permitting and Project Coordination	Land Resource Protection
Nuclear Engineering		Pollution Prevention & Right to Know	Mitigation
Radiation Protection		Press Office	Resilience Engineering & Construction
Radon		Quality Assurance	Tidelands
Recycling & Planning		Record Access (OPRA)	
Sustainable Waste Management		Transactions & Public Land Administration	
Solid Waste Compliance & Enforcement		Science & Research	
Sustainability			
Waste & Underground Storage Tanks Enforcement			
X-Ray Compliance			

The recycling tonnage grant program can be found under 'More Information'



What Must I Recycle?

[List of Designated Recyclables by County](#)

[Electronic Waste Recycling](#)

[County Recycling Webpages](#)



Why Is Recycling Important?

[Recycling Facts](#)

[New Jersey Recycling Statistics](#)

[Recycling Awards](#)



What Is Waste Reduction?

[Waste Reduction](#)

[Reduce and Reuse \(USEPA\)](#)



More Information

[Recycling Resources](#)

[Recycling Facts](#)

[Recycling Markets Directory](#)

[Recycling Tonnage Grant Program](#)



Contact

[Municipal Recycling Coordinators](#)

[County Recycling Coordinators](#)



Indexes


[Recycling Audiences](#)

[Recycling Materials](#)


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

Documents


NOTE: Convert your commingled into tons for the MTG report.


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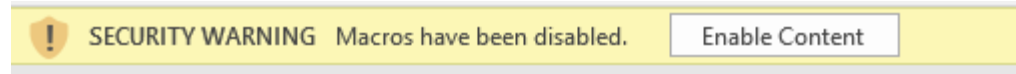
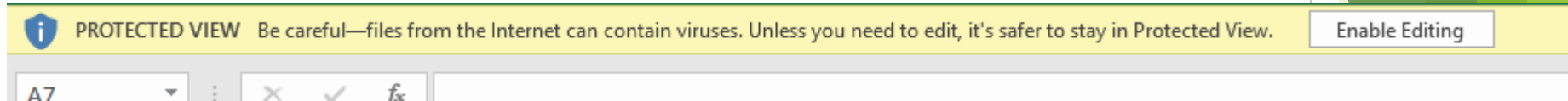
Click here to download



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

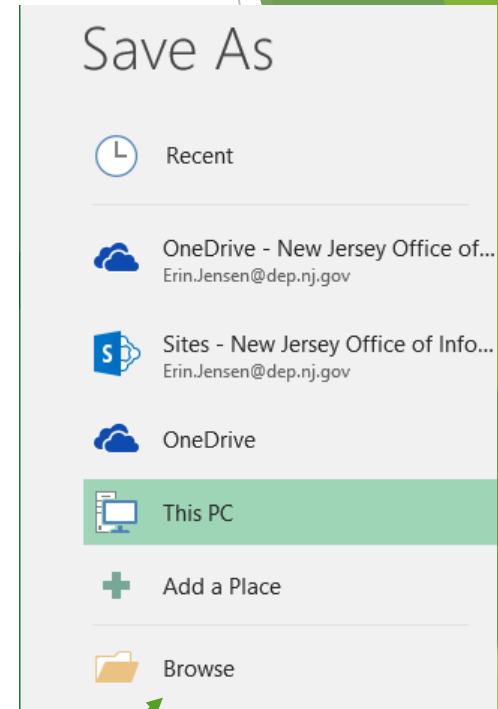
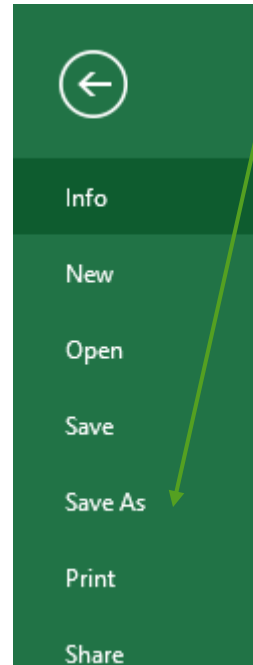
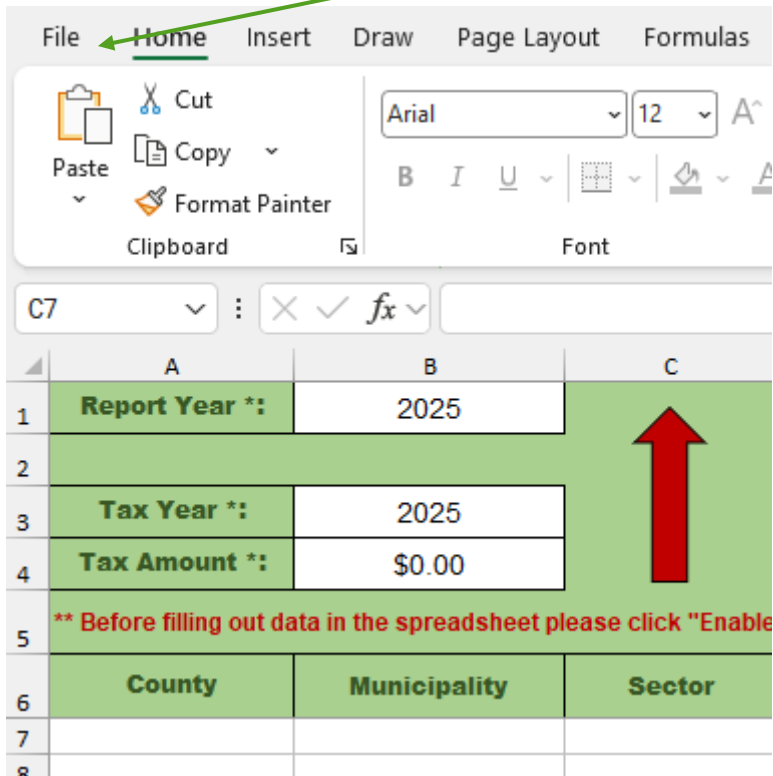


Click either Enable Editing or Enable Content depending on what you see.

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) 2025**

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

Report Year *:	2025
Tax Year *:	2025
Tax Amount *:	\$0.00

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:
$$\text{SW disposed (tons)} \times \$3 = \text{REA tax paid}$$

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.

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

It is recommended to enter data from each generator separately and not combine. This will make any questions asked later easier to reference

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)

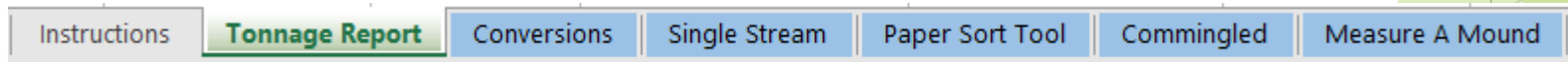
Once those first 5 fields are filled in, enter the rest of the requested information.

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

Conversions and calculators

01 CORRUGATED				
UNCOMPACTED			COMPACTED	
CUBIC YARDS	TONS		CUBIC YARDS	TONS
	0			0
02 MIXED OFFICE PAPER				
UNCOMPACTED			COMPACTED	
CUBIC YARDS	TONS		CUBIC YARDS	TONS
	0			0
03 NEWSPAPER				
UNCOMPACTED			COMPACTED	
CUBIC YARDS	TONS		CUBIC YARDS	TONS
	0			0
05 GLASS CONTAINERS (loose)				
UNCOMPACTED			COMPACTED	
CUBIC YARDS	TONS		CUBIC YARDS	TONS
	0			0
05 GLASS CONTAINERS (broken)				
UNCOMPACTED			COMPACTED	
CUBIC YARDS	TONS		CUBIC YARDS	TONS
	0			0

enter single stream tonnage in the cell below	PAPER	CONTAINERS	fines & residue (not recycled - do not report)		
	65.00%	20.00%	15.00%		
0.00	0.00	0.00	0		
PAPER	01 - Corrugated 21.00%	02 - Office 16.00%	03 - News 9.00%	04 - Other Paper 18.00%	
	0.00	0.00	0.00	0.00	
CONTAINERS	05 - GLASS 7.00%	06 - ALUMINUM 3.00%	07 - STEEL 3.00%	08 - PLASTIC 8.00%	
	0.00	0.00	0.00	0.00	

Single Stream


enter single stream tonnage in the cell below	PAPER	CONTAINERS	fines & residue (not recycled - do not report)	
0.00	65.00%	20.00%	15.00%	
	0.00	0.00	0	
PAPER				
	01 - Corrugated	02 - Office	03 - News	04 - Other Paper
	21.00%	16.00%	9.00%	18.00%
	0.00	0.00	0.00	0.00
CONTAINERS				
	05 - GLASS	06 - ALUMINUM	07 - STEEL	08 - PLASTIC
	7.00%	3.00%	3.00%	8.00%
	0.00	0.00	0.00	0.00
AUTO CONVERSION TO TONS (if you enter cubic yards above your tonnage is listed here automatically:				
01 CORRUGATED				
UNCOMPACTED			COMPACTED	
CUBIC YARDS	TONS		CUBIC YARDS	TONS
0.00	0.00		0.00	0.00
02 MIXED OFFICE PAPER				


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.

Documents


NOTE: Convert your commingled into tons for the MTG report.


[Municipal Tonnage Grant Guide \(PDF\)](#) 


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

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



SECURITY WARNING Macros have been disabled.

Enable Content



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) 2025 Expenditures

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

2022 Grant Amount:	County:	Municipality:
Calendar Year 2025 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 2022 grants funds at the beginning of 2025

This information can be found at <https://dep.nj.gov/dshw/rhwm/statistics/>
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 2025.

Calendar Year 2025 MTG Expenditures		
Item	Amount Spent	Comments

- There is no required timeframe for spending MTG funds
- Even if no spending occurs, this form must still be submitted
 - Please note no spending or saving for future expenses


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.


Documents


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[N.J.A.C. 7:26A-11 \(Standards for Municipalities\) \(PDF\)](#) 

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 2025 and intends to comply with same in 2026.

Date: _____
Signed (Mayor)


Save your finished form
Name as (Municipality Name) 2025 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.

Documents

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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 should be filled out and signed by the MRC (CRP certification
not required)

Compliance

I, _____, attended (in person or virtually) at least 1 County-held recycling
*Municipal Recycling Coordinator (MRC)**
meeting during calendar year 2025.

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

Intent

I, _____, intend to visit/tour (in person or virtually) at least one Class A
*MRC**
recycling facility during calendar year 2026**.

And,

I, _____, intend to attend (in person or virtually) at least 1 County-held
*MRC**
recycling meeting during calendar year 2026.

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.

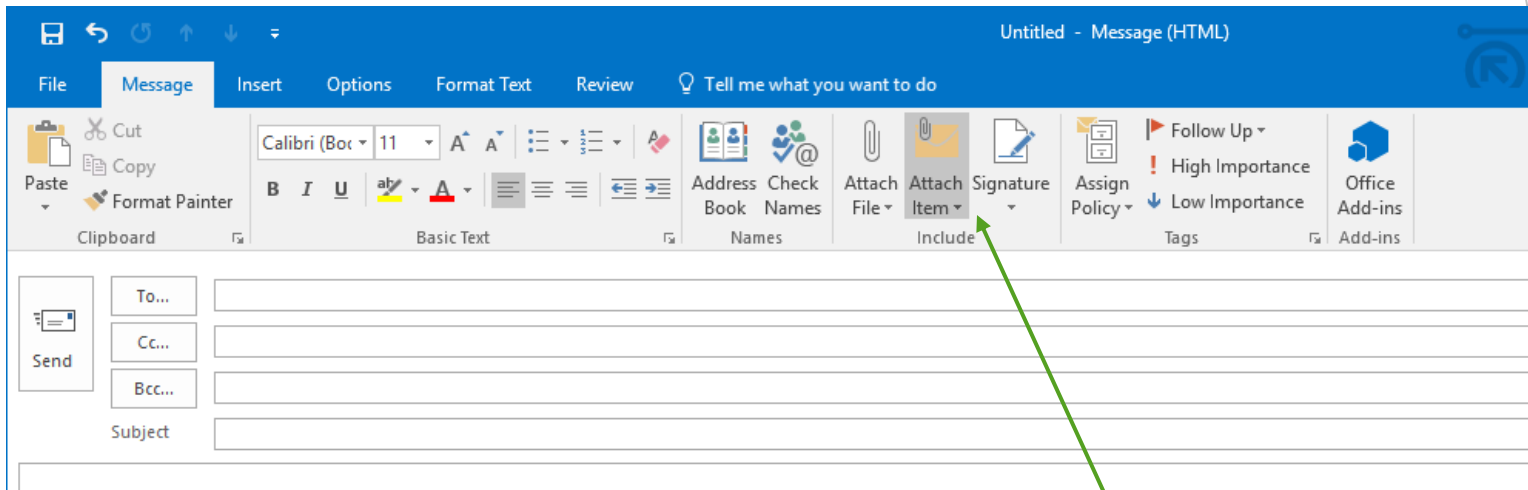
**If a virtual tour of a Class A recycling facility is attended in place of an in-person tour in 2026, the virtual tour meeting date cannot also be counted towards the requirement to attend at least 1 county-held recycling meeting in 2026.

Save your finished form
Name as (Municipality
Name) 2025 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, 2026

If applications are submitted in full by April 30,
then the Tonnage Report may be resubmitted to
the Department by June 15, 2026

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