

# How to fill out a Municipal Tonnage Report and Accompanying forms

A quick visual guide

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**(609) 984-4250**

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

Click on the Recycling button

The screenshot shows the homepage of the New Jersey Department of Environmental Protection (NJDEP). At the top right, it lists Governor Phil Murphy and Lt. Governor Sheila Oliver, along with navigation links for NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is also present. The main header features the state seal and the text 'STATE OF NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION'. Below this is a scenic banner image of a park. A navigation bar includes 'About DEP', 'Index by Topic', and 'Programs & Units'. On the left, a vertical menu lists various environmental topics, with 'Recycling' highlighted in yellow. The main content area displays a photograph of a snowy landscape with the caption 'Winter wonderland ...'. To the right of the main content, there are several informational boxes: 'Environmental Emergency?' with the phone number 1-877-WARN-DEP, 'Environmental Non-Emergency?' with a link to the WARN NJDEP mobile app, 'Snow Removal', 'Hurricane Relief', 'How We Can Help', 'HAB Harmful Algal Bloom Information', 'Fluke Information', 'Drought Information', 'Sandy Recovery Info', 'Today's Air Quality', and 'Testing for Lead in Drinking Water'. At the bottom, there is a 'News Releases' section with an RSS icon, dated January 24, 2018, and a welcome message for Catherine R. McCabe as Acting Commissioner. A 'Rule Proposal- Highlands Water Protection Act' is also mentioned at the bottom right.

Then, click on Government & Schools

Governor Phil Murphy • Lt. Governor Sheila Oliver  
NJ Home | Services A to Z | Departments/Agencies | FAQs  
Search All of NJ

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
RECYCLING INFORMATION

Recycle!

DEP Home | About DEP | Index by Topic | Programs/Units | DEP Online

**Residential**



**Business & Industry**



**Government & Schools**



**Electronic Waste**



**Contact Us | About Us**



**Recycling News**




[New Jersey WasteWise Business Network Winter Newsletter](#)  
[NJ to Offer Free Online Platform to Promote Recycling Education](#)  
[New DEP Electronic Waste Recycling Listserv Established!](#)


# Click on “ Recycling Tonnage Grant Program”


Governor Chris Christie • Lt. Governor Kim Guadagno  
NJ Home | Services A to Z | Departments/Agencies | FAQs  
Search

DEP Home | About DEP | Index by Topic | Programs/Units | DEP Online



STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**RECYCLING INFORMATION**





## Government and Schools

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

**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 and Recycling Poetry Contest](#)  
[Recycling Tonnage Grant Program](#)  
[Sustainable Jersey](#)  
[Sustainable Jersey for Schools](#)


**Where Can I Get More Information?**

[Additional Resources and Information](#)  
[New Jersey's Recycling Law & 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](#)









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Last Updated: April 19, 2017

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

Document	File Format
2018 Municipal Tonnage Grant Guide	NEW VERSION - COMING SOON
Instructions for completing 2017 Municipal Tonnage Grant Reporting Form in Excel	
2017 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	
MTG Recyclable Material Types and Codes	
Conversion Table	

Click here to download

Click on the Excel file once downloading is complete and Save to your computer

DEP Home | About DEP | Index by Topic | Programs/Units

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 and Reporting Form

NOTE: The Word and Excel files require Microsoft Word or other software that opens MS Word and/or Excel Documents. They require a PDF Reader. A free PDF reader is available from [Adobe](#).

Municipalities must report their tonnage electronically by downloading the MS Excel file below. Reports must be emailed to [tonnagegrant@dep.nj.gov](mailto:tonnagegrant@dep.nj.gov) as an MS Excel attachment by April 30th each year. The title of the email must contain the name municipality whose report is being submitted. If a Certified Recycling Coordinator (CRC) from a municipality is reporting on another municipality, the contact information for the Municipal Recycling Coordinator (MRC) of the municipality whose report submitted must be included in the body of the email.

A municipal resolution is no longer required to be submitted to DEP as part of a Municipal Tonnage Grant (MTG) application

**READ THE LAW!! - THE RECYCLING ENHANCEMENT ACT AND REVISION TO SAME ARE AVAILABLE OUR WEBSITE.**

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

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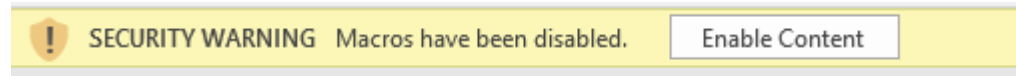
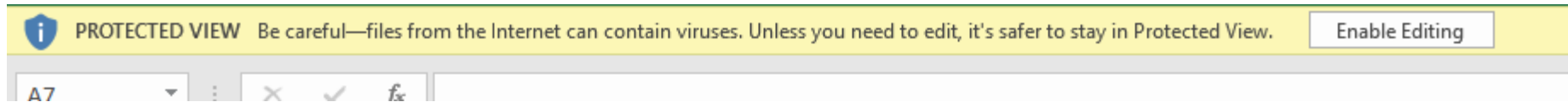
mtgreportform (2).xlsm

This will open the Excel document

First Step is to Enable the Document

This will allow the spreadsheet to function properly

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”

The image shows a sequence of three screenshots from Microsoft Excel. The first screenshot shows the File menu with a red arrow pointing to the 'File' tab. The second screenshot shows the 'Save As' option in the File menu with a red arrow pointing to it. The third screenshot shows the 'Save As' dialog box with the 'Browse' option selected, indicated by a red arrow.

PROTECTED VIEW Be careful—files from the Internet can contain viruses.

	A	B	C
1	Report Year *:		
2			
3	Tax Year *:		
4	Tax Amount *:	\$0.00	
5	<b>** Before filling out data in the spreadsheet please click "</b>		
6	County	Municipality	Sector

Save As

- Recent
- OneDrive - New Jersey Office of...  
Erin.Jensen@dep.nj.gov
- Sites - New Jersey Office of Info...  
Erin.Jensen@dep.nj.gov
- OneDrive
- This PC
- Add a Place
- Browse

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

Please name the file as the Municipality whose data is being submitted and the year the recyclables were generated

For example: Atlantic City\_2017



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

The screenshot shows a form with the following fields:

- Report Year \*:** 2017 (indicated by a red arrow pointing to the dropdown arrow)
- Certified By \*:** (empty)
- Completed By \*:** (empty)
- Tax Year \*:** (empty)
- Tax Amount \*:** \$0.00

Text on the form includes: "(Certified Recycling Coordinator CRC)", "(Authorized individual on behalf of submit", "\* Required Field", and "Please Note - The same individual may both". A red arrow points upwards from the Tax Year field towards the Report Year field.

**\*\* 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
--------	--------------	--------	----------	------------------------	-----------------	------------------

Then, fill in your tax information for the same year

The screenshot shows the same form as above, but with the following updates:

- Tax Year \*:** 2017 (indicated by a red arrow pointing to the dropdown arrow)
- Tax Amount \*:** \$123.56

The other fields and text remain the same as in the previous screenshot. A red arrow points upwards from the Tax Year field towards the Report Year field.

**\*\* 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
--------	--------------	--------	----------	------------------------	-----------------	------------------

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

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

\* Required Field Please Note - The same individual may both certify and complete the report if they are a CRC.

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 submitting the report.



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)	

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 a MTG, 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.

Material	Material Amount (tons)
Corrugated (01)	

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

Several conversion tools are provided on different tabs at the bottom of the spreadsheet

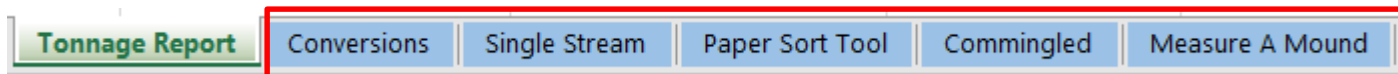
Once those first 5 fields are filled in, enter the rest of the requested information.

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 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.



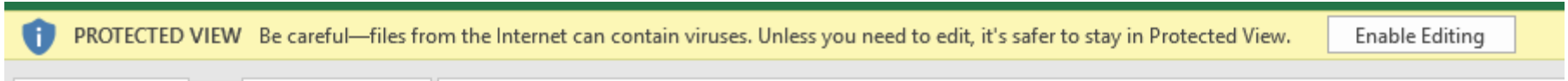
The remaining tabs along the bottom are the same as in previous spreadsheets

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.

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2018 Municipal Tonnage Grant Guide	NEW VERSION - COMING SOON
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<b>Expenditure Form for Past MTG Funds</b>	
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Save the same way as the Tonnage Report.  
Name as (Municipality Name)\_2013\_2014\_Expenditure Report

You will need to Enable Editing again



There are no Macros for this form

First Step is to Enter in the total Grant amount your town was awarded for the listed grant year  
2013 information is optional, 2014 data is required

2013 Grant Amount:	\$0.00		2014 Grant Amount:	\$0.00
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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 your 2013 and 2014 grant funds.







If you are saving money for a larger purchase, please note how much you saved and what you are saving for in the Comments section.

<b>Grant Amount 2013:</b>	\$0.00	
<b>2013 Spending Report</b>		
<b>Item</b>	<b>Cost</b>	<b>Comments</b>

<b>Grant Amount 2014:</b>	\$0.00	
<b>2014 Spending Report</b>		
<b>Item</b>	<b>Cost</b>	<b>Comments</b>

Save your finished form

Last 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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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 signed by an elected official or designee

The screenshot shows a web browser window with the address bar displaying [www.nj.gov/dep/dshw/swpl/mtg/certification.pdf](http://www.nj.gov/dep/dshw/swpl/mtg/certification.pdf). The browser's address bar also shows several bookmarks: Apps, 13:1E Statutes, 26a Rules, NJ website, E-Cycle locations, Google Maps, Per Capita, NJ Statutes, Local Town Names, and Recycling Stats. The main content area of the browser displays a PDF document titled "Certification to comply with requirements in N.J.A.C 7:26A-11 (standards for municipalities)".

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

I \_\_\_\_\_ hereby certify that \_\_\_\_\_  
*Name, Title* *Name of municipality*

will comply with the requirements set forth in N.J.A.C 7:26A-11 (standards for municipalities) in 2018.

**Dated:** \_\_\_\_\_  
*Signed*

Save your finished form

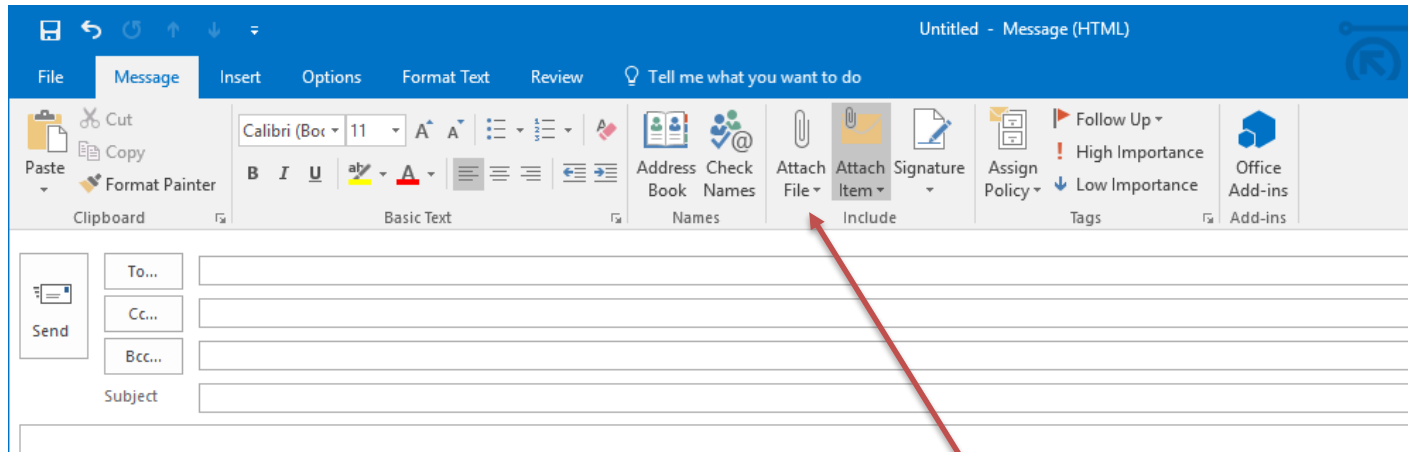
Name as (Municipality Name)\_2017\_Certification Form

All final documents should be attached to an email

The Tonnage Report and Expenditure Report should be attached as an Excel file.

The Certification form should be attached as a PDF.

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

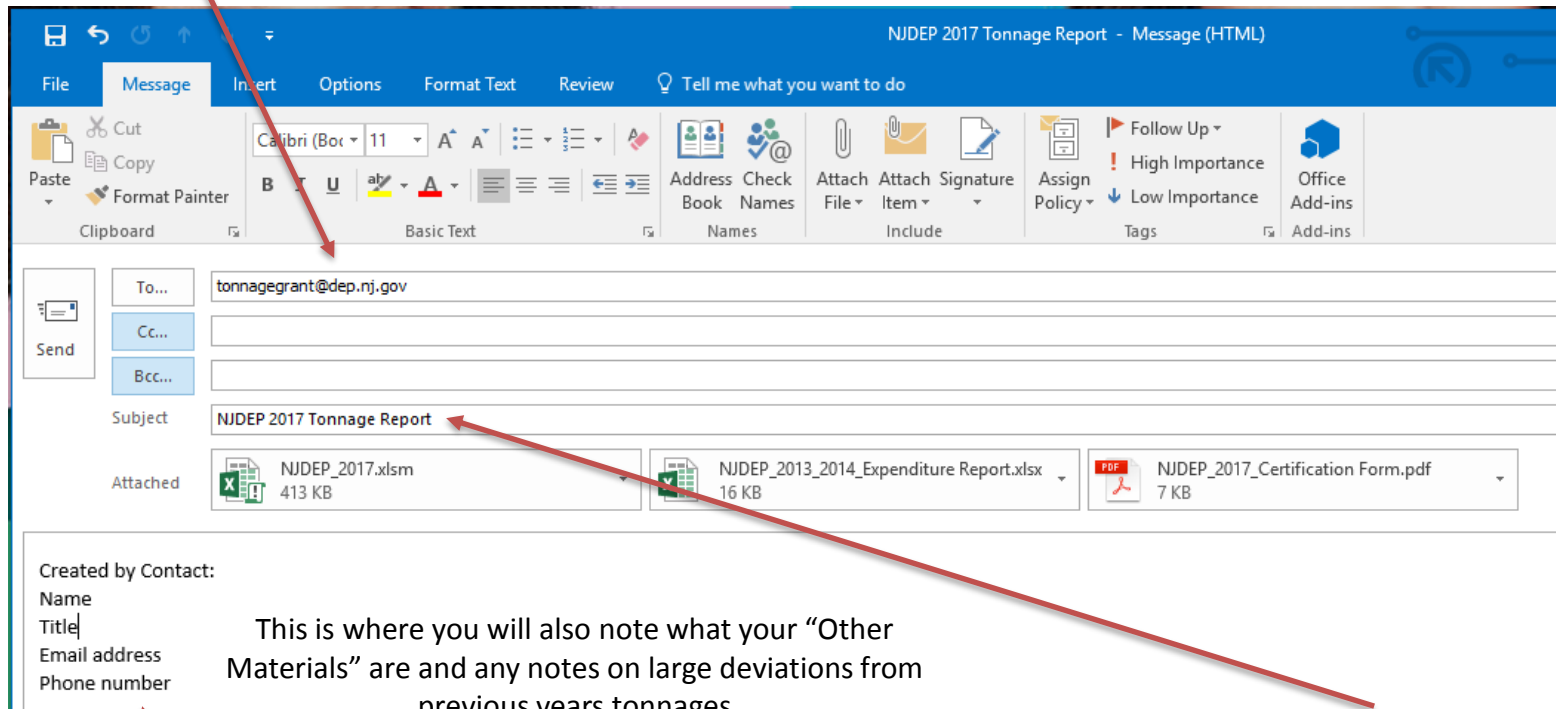


Open a new message and click on “Attach File”

Choose your Tonnage Report, Expenditure report and Certification form one at a time

Files can also be dragged and dropped into the message field

Send the email to [TonnageGrant@dep.nj.gov](mailto:TonnageGrant@dep.nj.gov)



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

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

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

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



If you have any additional question please feel free to email Fredrik and Erin at [TonnageGrant@dep.nj.gov](mailto:TonnageGrant@dep.nj.gov) or call us at (609)984-4250