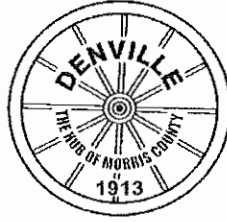


Department of Public Works

Township of Denville
Department of Public Works
140 Morris Avenue
Denville, NJ 07834
www.denvillenj.org



John J. Egbert
Director
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Tel 973.625.8334
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To: Denville Business Establishments
Re: 2014 Recycling Tonnage Report
Date: January 2015

Denville Township Department of Public Works is sending this letter to its businesses and institutions that are required to report their 2014 recycling tonnage report. This letter will serve as a reminder that recycling in NJ is required under state Department of Environmental Protection recycling regulations. **Businesses and institutions are asked to submit the enclosed 2014 Recycling Tonnage Report Form to the Denville Township Department of Public Works by March 1, 2014.**

It is up to businesses and institutions to establish recycling systems within their organizations. They are responsible for the separation and proper disposal of mandatory recyclable materials. Newspapers, corrugated cardboard, mixed paper, junk mail, glass containers, aluminum containers, steel and tin cans, plastic bottles, motor oil, anti-freeze, car batteries, rechargeable and button batteries, fluorescent light bulbs, tires, yard waste, cooking grease, appliances and consumer electronics are among the items that must be separated from regular trash and disposed of properly.

COMMONLY ASKED QUESTIONS AND ANSWERS ABOUT FILING THE ANNUAL TONNAGE REPORT

Q. The hauler we pay to remove and recycle materials from our location files a report on our behalf. Do you still need information from us?

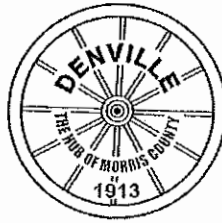
Yes. Since hauler reports often summarize the total tonnage for the year taken from various locations in Denville it is not always clear which businesses and organizations are covered within their reports. By sending your own separate report, you are providing written documentation to Denville that you are in full compliance with our recycling regulations. ******Please provide all contact information on the haulers you use to dispose of your recyclables.**

Q. We run a small business and bring our recycling to the Denville Recycling Center. Do we still need to file a report?

Yes. Please let us know which items are recycled at your business and where you bring them. If you bring your recycling to our center at 140 Morris Ave, it is not necessary to list the amount for each item. The Township receives reports with the total tonnage for items recycled here.

over

Department of Public Works



Q. Suppose I do not know the total amounts of each item in "tons" – how do I complete the report?

Send us the total number of pounds, cubic yards, gallons, or whatever unit of measure you can for each material. The Township will convert the number to the appropriate tons for the State report.

Q. There are items listed on your report form that our business or organization does not generate, such as "yard waste" or white goods". How do I complete this section of the report?

Simply indicate "N/A" next to each of these items or leave them blank.

Q. I am the owner of a business in the Township of Denville, but the property owner is responsible for recycling the materials from my business. Do I have to file a report, and if so, how do I complete it?

Yes, you are required to file a report with Denville Township by mailing or faxing the enclosed 2014 Recycling Tonnage Report. Advise us in writing which items your business recycles, and that the property owner is responsible for paying the vendor who recycles these materials. Please give us the name, address and telephone number of the owner or property manager to contact for information on the quantity of material recycled from your location.

Thank you.

JoAnn George, Recycling Coordinator
Denville Department of Public Works
140 Morris Ave.
Denville, NJ 07834
jgeorge@denvilleni.org

Denville 2014 RECYCLING TONNAGE REPORT Form
Reporting Period 1/1/14 to 12/31/14

Name of Denville business/institution: _____ Business Contact: _____
 Title: _____
 Address: _____ Phone/Fax: _____
 E-Mail: _____

Name of Landlord, address & contact info if different than business owner: _____

If tonnage information is not available please provide the phone number of your recycling haulers.

The submission of this report is required by law. DEADLINE: March 1, 2015

ID#	Material	Tons	***Hauler name, address & phone # providing recycling services
01	Corrugated cardboard		
02	Mixed office paper		
03	Newspaper		
04	Other paper/magazines/junk mail		
05	Glass bottles & jars		
06	Aluminum cans		
07	Steel cans/oil filters		
08	Plastic containers		
09	Heavy Iron		
10	Non-ferrous/other aluminum scrap		
11	Metal appliances & light iron		
12	Anti-freeze		
13	Batteries, lead-acid		
14	Scrap autos		
15	Tires		
16	Used motor oil		
17	Brush/tree parts		
18	Grass clippings		
19	Leaves		
20	Stumps		
21	Consumer electronics		
22	Concrete/asphalt/masonry/paving		
23	Food waste & cooking grease		
24	Misc recyclables* (list below)		
25	Other glass		
26	Other plastic		
27	Petroleum contaminated soil		
28	Process residue		
29	Textiles		
30	Wood scraps		
	Mixed materials. any materials that are mixed together or comingled for recycling. Use separate sheet if needed.		

I certify that to the best of my knowledge the tonnage claimed are post-consumer materials generated by the business or organization listed on this form and recycled such that they are not land filled, reused in the same form as when discarded, or used for energy recovery unless allowed by the Department of Environmental Protection so that the requirement of the Recycling Regulations contained in NJAC 14A:6-1.5 (7:26-15.5) have been fully met. Tonnage records remain on file and will be made available for auditing purposes.

Print - Name and Title _____ Signature _____ Date _____

Important Note

Each year, as required by Municipal Ordinance #6-08, and the New Jersey Department of Environmental Protection (NJDEP) Recycling Regulations, NJAC 7:26A-10.3 (2009), all businesses and institutions, including multifamily housing owners or their agents, must report the weight in tons of materials collected for recycling from their premises. Denville is required by law to file an annual report that documents that tonnage with the NJDEP. To file this report, information is needed from all of the commercial and institutional establishments in town. This report also verifies that you are recycling and maintaining records of your recycling efforts as required by law.

Instructions for Completion of 2014 Recycling Tonnage Report

Please clearly print the name of your business or institution, its address and all contact information.

ONLY report tonnage for materials recycled from January 1, 2014, through December 31, 2014.

The list of materials, ID # 1 to # 30, includes mandated recyclables, as well as commonly recycled materials. Print the weight in tons of that material and the name of your recycling hauler or end market.

- If you do not know the weight in tons, you may list pounds, cubic yards, gallons, square yards for rugs, number of units for lead-acid batteries, tires, electronics, fluorescent lights. Be sure to print the unit of weight/measurement next to each item; for example, 7.5 tons, 25 gallons, 2 units.
- List the name of hauler or end market. If that company reports the tonnage numbers on your company's behalf, please indicate that. We will cross-check your report with the information that the recycling company provides.
- If your landlord or a property management company is responsible for your recycling, list the appropriate name and phone number. We will contact them for the tonnage numbers.
- If you take your recyclables directly to the **Denville** recycling center, print "bring to Denville" in the company name line. You do not have to fill in the tonnage weight information for those materials.
- Use a separate sheet of paper for multiple vendors.

Definitions of Material

PAPER – SINGLE STREAM

01 - **Corrugated** - Containers and similar paper items usually used to transport supplies, equipment parts or other merchandise.

02 - **Mixed Office and Computer Paper** - Any and all types of "office-type" paper including, but not limited to: computer paper, hi-grade white paper, typing paper, copier paper, onion-skin, tissue paper, notepad, envelopes, manila folders and colored paper, or any mix thereof.

03 - **Newspaper** - All paper marketed as newsprint or newspaper and containing at least 70% newsprint or newspaper (American Forest and Paper Association grades #6, #7 and #8 news).

04 - **Other Paper/Magazines/Junk Mail** - All paper, which is not defined, as corrugated, mixed office paper, computer paper or newspaper. Examples are as follows: magazine stock, telephone directories, wrapping paper, chip board, books and grocery bags. [papers coated with plastic, film or foil and paper contaminated with food should not be included]

CONTAINERS – SINGLE STREAM

05 - **Glass Containers** - All glass containers used for packaging food or beverages.

06 - **Aluminum Cans** - Food and beverage containers made entirely of aluminum.

07 - **Steel Cans** - Rigid containers made exclusively or primarily of steel or tin-plated steel and steel and aluminum cans used to store food, beverages, paint and a variety of other household and consumer products including motor oil filters.

08 - **Plastic Containers** - Containers such as polyethylene terephthalate (PETE - #1) soda bottles, high density poly ethylene (HDPE - #2) milk, water or detergent bottles, vinyl (V - #3), low density polyethylene (LDPE - #4) containers, or polyvinyl chloride (PVC - #5) bottles and rigid and foam polystyrene (PS - #6).

METAL

- 09 - **Heavy Iron** - All ferrous scrap, structural steel or cast iron components.
- 10 - **Non-ferrous and Other Aluminum Scrap** - All non-container aluminum, copper, zinc, brass and other metals, which generally do not rust.
- 11 - **White Goods and Light Iron** - All appliances such as washers, dryers, refrigerators, etc. as well as products made from sheet iron, such as shelving, file cabinets, metal desks, recycled or reconditioned steel drums and other non-structural ferrous scrap.

AUTO

- 12 - **Anti-freeze** - All automotive engine coolant consisting of a mixture of ethylene glycol and water or propylene glycol and water.
- 13 - **Batteries, Lead-Acid** - Batteries from automobiles, trucks, other vehicles and machinery and equipment. THIS DOES NOT INCLUDE CONSUMER BATTERIES.(see#21).
- 14 - **Scrap Autos** - Crushed or shredded automobile or truck bodies excluding auto shredder residue or "fluff".
- 15 - **Tires** - Rubber-based scrap automotive, truck or specialty (e.g. forklift) tires. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).
- 16 - **Used Motor Oil** - A petroleum -based or synthetic oil which, through use, storage or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties. Used motor oil filters shall be reported as item 7, steel containers.

YARD MATERIAL / VEGITATIVE WASTE

- 17 - **Brush/Tree Parts** - Branches and woodchips generated from residential and institutional sources (e.g. storm damage and pruning activities).
- 18 - **Grass Clippings** - Grass clippings derived from the mowing of lawns or other grassy areas.
- 19 - **Leaves** - Leaves and other yard debris excluding grass and brush, from residential, institutional, commercial or industrial sources.
- 20 - **Stumps** - Unfinished wood from commercial land clearing activities. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).

OTHER

- 21 - **Consumer Electronics** - A broad field of electronics that includes devices such as TVs, DVDs, VCRs, radios, hi-fi stereo, home theater, handheld and software-based games as well as Internet appliances.
- 22 - **Concrete/Asphalt and Masonry / Paving Materials including MILLINGS** - Asphalt or asphalt-based roofing shingles, concrete, brick, cinder block, ceramic materials stones, other masonry materials and paving materials. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).
- 23 - **Food Wastes & Cooking Grease** - Cooking oil, fryer grease, food plate wastes and food processing wastes. Food processing wastes include food processing waste, food processing residuals and animal processing wastes. If the material is transported and processed as animal feed, it should be identified as such. Materials generated in trimming and reject sorting operations from the processing of fruits and vegetables in canneries and similar industries, e.g. tomato skins, pepper cores, bean snips cranberry hulls, etc., should be classified as (28) process residue. (Note: This definition is used for Tonnage Grant purposes only, and does not reflect the definition as per the to-be-proposed solid waste and recycling regulations.)
- 24 - **Miscellaneous Recyclable Materials, Fluorescent Lights & Household Batteries** - Includes any other non-hazardous materials which would otherwise be classified as solid waste and is not otherwise defined in this section and documented as being recycled. Examples include household batteries, paint, fluorescent lights, furniture, wallboard, padding and insulation. **Construction and Demolition debris must be separated into its various materials.** Any material labeled as C&D will be disallowed.
- 25 - **Other Glass** - All non-container glass such as plate glass, drinking glasses and automotive glass.
- 26 - **Other Plastic** - Low-density polyethylene (LDPE) film or bags, other film, plastic closures, durable goods and plastic pallets (provided they are recycled and not simply reused). Includes plastic from Verizon, PSEG, and most supermarkets.
- 27 - **Petroleum Contaminated Soil** - Non-hazardous soils containing petroleum hydrocarbons resulting from spills, leaks or leaking underground storage tanks used for gasoline or any other commercial fuel and which are recycled in accordance with the requirements of N.J.A.C. 7:26A-1.1 et seq. NOTE: This material can be recycled at "Class B" facilities (for example, authorized asphalt manufacturers).
- 28 - **Process Residue** - Includes ash recovered from any form of incinerator power plant and any other process residue (i.e. manufacturing scrap) which is non-hazardous and meets the definition of an ID-27 industrial waste. NOTE: Sludge is not included in this or any other definition.
- 29 - **Textiles** - Cloth materials such as wool, cotton, linen, nylon or polyester derived from carpet, clothing, linens or cloth diapers.
- 30 - **Wood Scraps** - Unfinished lumber. Included in this definition are wooden pallets. Utility Poles are **not** recyclable. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).