

*Below is customizable sample language addressing the Establishment's recycling program, indoor and outdoor bin(s), and move in/out requirements.*

**BE SURE TO ADD SITE SPECIFIC INFORMATION.**

I am a \_\_\_\_\_ tenant \_\_\_ property owner \_\_\_\_\_ non residential establishment

1. NAME

address

has an active recycling program. All employees/tenants/visitors are strongly encouraged to participate in the program.

New Jersey DEP, Morris County MUA and Township of Denville regulations are observed and followed:

NJ Recycling <http://www.nj.gov/dep/dshw/recycling/>

Morris County Recycling <http://www.mcmua.com/recycling/index.htm>

Township of Denville Recycling <http://www.denvillenj.org/recycling.php>

2. Documentation

Recycle program is active, current and effective. \_\_\_\_\_ (initial)

Written recycle program is in place and can be reviewed upon request. \_\_\_\_\_ (initial)

I been given educational materials that explain what materials must be sorted from my garbage and recycled\_\_\_\_\_ (initial)

I have received information on the regulations which apply to recycling. \_\_\_\_\_ (initial)

I have been shown the building's recycling & garbage area \_\_\_\_\_ (initial)

A list of recyclable materials is made available to each tenant (upon move-in), employee and can also be found on each recycling (DUMPSTER/CART).

Other .....

3. Recycling Containers

Inside Building

Recycling bins and trash containers are properly labeled effectively placed.

Explain \_\_\_\_\_

Outside Building

DUMPSTERS/consolidation containers are located at convenient locations and properly labeled. Area is neat and orderly. Only recyclable materials may be placed into the recycling containers. A list of recyclable materials is available and can also be found on each recycling (DUMPSTER/CART).

Explain \_\_\_\_\_

Additional lists are available from .....

4. Recyables

Mandatory Material	Procedure
AUMINIUM CANS	_____
GLASS BOTTLES AND JARS	_____
PLASTIC BOTTLES (CODED 1,2,4,5,7)	_____
STEEL/TIN	_____
PAPER	_____
NEWSPAPER	_____
CORRUGATED CARDBOARD	_____
ORGANICS	_____
LEAVES	_____
GRASS	_____
BRUSH	_____
NATURAL WOOD WASTE (LOGS.STUMPS)	_____
Motor oil	_____
Metal appliances	_____
Whole tires	_____
Hazardous dry cell batteries	_____
Lead acid batteries	_____
Oil contaminated soil	_____
Food Establishments – grease, cooking oil	_____
Electronics – TV, computers, lap tops, monitors	_____
Other – see Recycling Tonnage Report ( page11)	_____
_____	_____
_____	_____

5. MOVE-IN

New tenant(s) (multifamily dwellings, etc) receive recycling information at time of move in.

Tenants receive follow up recycling information every six months.

6. MOVE-OUT

a. All recyclable materials will be placed recycling containers.

b. Bulky items (mattresses, couches,) will be disposed of properly.

c. Household hazardous waste (paint, batteries, cleaning supplies, etc.) will be taken to Household Hazardous Waste (HHW) Collection Facility and /or disposed of according to regulations.

d. Unwanted electronics will be handled per regulations.

7. Other site specific considerations

Four horizontal lines for handwritten notes.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date