

Note----- Non residential establishments may send copies of executed recyclable vendor contracts instead of recycling plan.

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.

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).

Additional lists are available from

5. Recyclables

Place specific information on procedure to recycle each item:

- AUMINIUM CANS _____
- GLASS BOTTLES AND JARS _____
- PLASTIC BOTTLES (CODED 1,2,4,5,7 ????) _____
- STEEL/TIN _____
- PAPER _____
- NEWSPAPER _____
- CORRUGATED CARDBOARD _____
- Food establishments – grease, cooking oil _____
- Others

4. MOVE-IN

Multifamily: New tenant(s) receive recycling information at time of move in. Tenants receive follow up recycling information every six months.

Non residentialplace site specific information.

5. 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.

6. Other site specific considerations

Name

Signature