

Township of Upper Pittsgrove

431 Route 77 Elmer, NJ 08318

Phone (856) 358-8500 Fax (856) 358-1160

www.upperpittsgrovenj.org

January 29, 2015

To: Upper Pittsgrove Township Farms, Businesses, and Institutions
Re: 2014 Recycling Tonnage Report – **due March 10, 2015**

Each year, as required by municipal ordinance and the New Jersey Department of Environmental Protection, all businesses must report the prior year's tonnage of recycled materials to the Recycling Coordinator. There are 3 ways you can report recycling tonnage for 2014 (Jan 1- Dec 31, 2014):

1. Mail, fax, or email the enclosed '2014 Recycling Tonnage Report'; OR
2. Mail, fax, or email a summary (include materials, weight, & where recycled) on letterhead; OR
3. Mail, fax, or email copies of the weight slips for all materials recycled last year.

Please report **each recycled material**, the **weight/volume**, and **where material was recycled** (ex. Salem County Improvement Authority, Giordano's, Porchtown Recyclers, Lorco, etc.). If you use a commercial hauler like Red Oak, C&H, Waste Management, etc. you still must recycle and you must provide us with your recycling (not trash/waste) tonnage data. Your hauler can give you that information or you can record the container size (cubic yards) and the number of times recyclables are picked up in the single stream (with paper) or commingled (just containers, no paper) category.

If you take your recyclables to the Upper Pittsgrove Convenience Center please check the box on the attached Tonnage Report and return the form so that we can document you are recycling. No additional information is needed unless you have materials that were recycled at other locations, like scrap metal, wood/brush, used oil, etc. Please list those materials, amounts, and where recycled on the tonnage chart.

All businesses are required by law to recycle paper, cardboard, and containers (glass, aluminum, plastic, etc) in addition to the materials that are applicable to your business. For example, restaurants should also report #23 (food waste/cooking grease); auto repair shops should include materials #12-16 (antifreeze, batteries, motor oil); farms should include oil, metal, tires, etc.

Please submit your report by **March 10, 2015**. If you have any questions call the office at 358-8500 (Monday-Thursday, 8:30am - 4:00pm). Additional recycling information, including this letter and the tonnage report form, can be accessed on our web site www.upperpittsgrovenj.org.

Thank you for your cooperation!

Sarah Walker, Recycling Coordinator
Email: uptdeputyclerk@gmail.com

Township Of Upper Pittsgrove
2014 RECYCLING TONNAGE REPORT
The submission of this report is required by law.
DEADLINE: March 10, 2015 (for reporting period Jan 1 to Dec 31, 2014)

See attached instructions for information on completing this form

Business/Institution:	Contact Person:	
Address:	Phone:	Fax:
	Email:	
Type of Business/Institution:	Date:	

- All recyclables are taken to the Upper Pittsgrove Twp Convenience Center – no further information needed**
- Recyclables taken to Upper Pittsgrove Convenience Center EXCEPT FOR the following:**

Material (see instructions for descriptions)	Weight OR Volume*		Company Providing Recycling Services and/or End Market
	Amount:	Unit :	
Single Stream (all paper, glass, plastic, cans)			
Co-mingled (glass, plastic, cans)			
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			
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			
25 Other glass			
26 Other plastic			
27 Petroleum contaminated soil			
29 Textiles			
30 Wood scraps			

* **Record the unit of measurement:** tons, lbs, cubic yards, etc.

MAIL, FAX, or EMAIL COMPLETED REPORT TO:

Recycling Coordinator
Upper Pittsgrove Township
431 Route 77, Elmer, NJ 08318

uptdeputyclerk@gmail.com
856-358-8500
856-358-1160 fax

2014 Recycling Tonnage Report Instructions

Each year, as required by Municipal Ordinance and the New Jersey Department of Environmental Protection (NJDEP) Recycling Regulations, NJAC 7:26A-10.3, all businesses and institutions must report the weight in tons of materials collected for recycling from their premises. Upper Pittsgrove Township is required by law to file an annual report to document that tonnage with the NJDEP. To file this report, information is needed from all Upper Pittsgrove Township commercial and institutional establishments. This report also verifies that you are recycling and maintaining records of your recycling efforts as required by township ordinance. THANK YOU for your cooperation!

Contact Information:

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

Check-off Boxes for the Convenience Center:

If you take all of your recyclables to the **Upper Pittsgrove Convenience Center**, please check the first box. No additional tonnage information is needed UNLESS you take some recyclables to other vendors (like scrap metal). If so, mark the second box and list the information (see below) for the materials recycled elsewhere.

Tonnage Chart - for Materials Recycled Jan. 1, 2014 through Dec. 31, 2014:

If you have a private hauler for your recyclables, mark off if your recyclables are picked up **Single Stream** (paper, cardboard, glass, plastic, cans) or **Commingled** (just glass, plastic, cans; no paper), and record either the total weight or the total cubic yards (multiply container size by the number of weeks picked up) and the name of the hauler or where you take the materials. For individually recycled materials find the item (materials with ID #s 1-30 include mandated recyclables, as well as commonly recycled materials), record the weight or volume, list the unit of measurement – tons, lbs, gallons, etc., who hauls material, and where it goes (name of the recycling company or end market). Use multiple lines if you take the same material to different companies (cross out unused lines and rename).

Weight/Volume - Amount/Unit: Record the amount (weight or volume) of material recycled and the unit of measurement. If you do not know the weight in tons, you may list pounds, cubic yards, gallons, square yards, number of units (for lead-acid batteries, tires, fluorescent lights). For example, 7.5 tons, 25 gallons, 2 tires, 5 batteries, etc.

Company Providing Recycling Services and/or End Market: Record the name of the company that handles your recyclables and/or the name of the market you use (for example Red Oak Disposal, Waste Management, Porchtown Recyclers, Lorco, Salem County Improvement Authority, Giordano's, etc.). Use a separate sheet of paper for multiple vendors (for instance if you take scrap metal to more than one recycler).

DEFINITIONS OF MATERIALS

PAPER

- 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

- 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 soda bottles (PETE - #1), 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.
- 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.
- 16 - **Used Motor Oil** - 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 / VEGETATIVE 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.

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.
- 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.)
- 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).
- 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.