

Implementing Your Program:

5. EDUCATE EVERYONE

Explain procedures and show examples to all staff, students and employees. Make sure that custodial staff is educated and consider any special concerns they have. Encourage participation by publicizing with posters and flyers. Have a Special Recycling Event Day.

6. KEEP RECORDS

Make all recycling efforts count. Amounts of all materials recycled should be forwarded to your municipal recycling coordinator at least yearly. Municipalities are required to report recycling figures on an annual basis and receive credit for these figures. This also assists us in reaching our 50% recycling goal. Collection receipts, weight slips, hauler/market tonnage reports should be retained and made a part of your records. This will enable calculation of actual costs savings and compliance with local reporting requirements effortless.

7. ADD ADDITIONAL MATERIALS

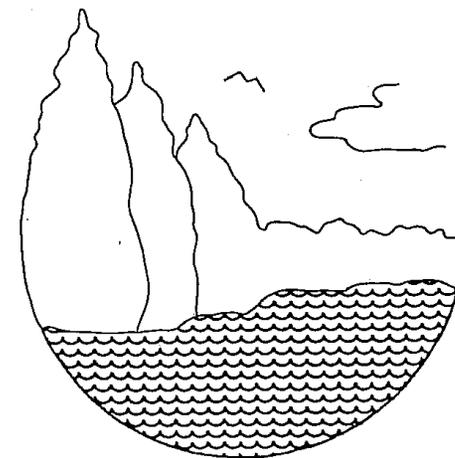
Consider including the following additional mandated recyclable materials into your program: tin/bi-metal cans, scrap metal, white goods (appliances), motor oil, construction/demolition waste (asphalt/concrete/clean untreated wood waste), yard waste (grass clippings/leaves/brush), food waste, including cooking oil, and tires.

**DON'T STOP RECYCLING
JUST BECAUSE YOU'RE NOT AT
HOME!**

Municipal Recycling Coordinators:

Alloway Township: Mary Lou Rutherford	935-4080 Fax 935-2993
Carneys Point Township: Gene Gilbert	299-7082 Fax 299-7119
Elmer Borough: Cindy Nolan	358-2645 Fax 358-8019
Elsinboro Township: Jack Elk	935-2200 Fax 935-9011
Lower Alloways Creek Township: Lewis Fogg	935-5252 Fax 935-8061
Mannington Township: Katie Lapalomento	935-2359 Fax 935-6557
Oldmans Township: Hiram Griffin	299-0780 ext 125 Fax 299-4890
Penns Grove Borough: VACANT	299-0098 Fax 299-3411
Pennsville Township: Keith Lamb	678-6360 Fax 678-8164
Pilesgrove Township: Maureen Abdill	769-3222 Fax 769-5490
Pittsgrove Township: Ed Myers	358-6641 Fax 358-0439
Quinton Township: Margie Sperry	cell 609-381-4821 Fax 451-0774
Salem City: Fred Mucci/Tom Gant.	935-0350 Fax 935-8395
Upper Pittsgrove Township: Sally Walker	358-8500 Fax 358-1160
Woodstown Borough: Cynthia Dalessio	769-2200 Fax 769-4297
Salem County Coordinator: Melinda Williams	935-7900 ext 15

Salem County School & Business Recycling Guide



Salem County Improvement Authority
Solid Waste Division
P.O. Box 890, 52 McKillip Road
Alloway, New Jersey 08001-0890

856-935-7900
Fax 856-935-7331
www.scianj.com

Introduction:



Recycling became mandatory for all New Jersey institutions and business establishments on April 20, 1987 when then Governor Tom Kean signed the Mandatory Source Separation and Recycling Act into law. *N.J.S.A. 13:1E-1 et seq.*

The passage of this Act established New Jersey as a national leader in recycling, requiring that recyclable materials be separated from the municipal solid waste stream with the goal to recycle 25%. That State goal is now 50%.

While residential recycling is a large part of achieving that goal, residents cannot do it alone. We need your help. Your institution/business will derive many benefits from recycling. It can lower your waste disposal costs, save natural resources, save landfill space and help our environment.

We hope this recycling guide assists you in planning your new recycling program or expanding an existing one.

WHERE TO START?

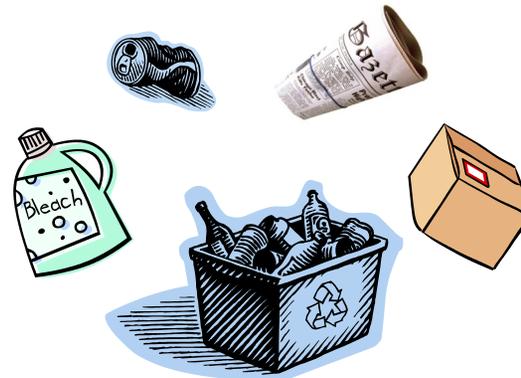
1. DESIGNATE A RECYCLING PROGRAM COORDINATOR

Choose someone who is capable and enthusiastic, who has good organizational and communicative skills. He/she should be responsible for analyzing your waste stream, meet with local and/or County recycling officials, develop a plan to educate staff and employees and monitor progress.

2. DETERMINE WHAT YOU GENERATE THAT IS RECYCLABLE

- High grade office paper
- Mixed paper (junk mail, catalogs)
- Newspapers
- Corrugated cardboard
- Aluminum cans
- Glass bottles/jars
- Plastic bottles/jars (PET & HDPE only)

Your responsibility as the Principal, Manager or owner of an institution/business is to ensure that a recycling program is implemented. Your program should provide for separation of many of the mandated recyclable materials listed above. You may not generate all of them, so focus on those recyclable materials that you DO generate.



DESIGNING YOUR PROGRAM:

3. DETERMINE YOUR OPTIONS

Review your current waste disposal practices and research your options for the collection and marketing of the recyclable materials you generate. The Recycling Program Coordinator should gather information on collection methods, market requirements, equipment/supply needs, administrative and labor costs, potential revenues and avoided costs. Three possible collection/marketing options are:

- ◆ **Collection by Municipal Recycling Program**-Contact your municipal recycling coordinator to ask if this option is possible.
- ◆ **Collection by Private Hauler**-Contact your current solid waste hauler to see if they provide recycling services in addition to their disposal services.
- ◆ **Collection by Institution/Business Vehicles**-You may have existing equipment and manpower to provide “in house” collection and transportation of recyclable materials to market.

4. ESTABLISH A SYSTEM

- ◇ Make arrangements to separate, collect and store recyclable materials.
- ◇ Designate logical deposit locations.
- ◇ Acquire and place properly labeled containers with lids.
- ◇ Designate who will collect and when.
- ◇ Provide ample storage space, with truck access if possible.