HUNTERDON COUNTY
2015
BUSINESS/INSTITUTIONAL RECYCLING ACTIVITY & TONNAGE REPORT
Section 1

Name of business/institution: _____

Address: _____

_____

_____

Type of business/institution: _____

Contact person: _____
Title: _____
Phone/fax # _____
e-mail: _____
Municipality: _____

Please respond by April 1, 2016

Section 2

See enclosed instruction sheet for information on completing this form.

ID#	Material	Tons	Company 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 materials		
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. List by ID # any materials that are mixed together or comingled for recycling. Use separate sheet if needed.		

***Miscellaneous recyclable materials:**

_____

Please mail, fax or e-mail the completed report to:
Hunterdon County Division of Public Health Services
Solid Waste & Recycling Services Program
PO Box 2900
Flemington, NJ 08822-2900
Fax: (908) 782-7510 e-mail: recyclereports@co.hunterdon.nj.us

Click to Submit Form Via Email

Questions regarding the completion of this report?

Please contact (908) 788-1110 or
Jennifer O'Sullivan - josullivan@co.hunterdon.nj.us
Alan Johnson – ajohnson@co.hunterdon.nj.us

INSTRUCTIONS FOR COMPLETING
THE BUSINESS/INSTITUTIONAL RECYCLING ACTIVITY & TONNAGE REPORT

Please respond by April 1, 2016

Important Note

Each year, as required by your municipality's recycling ordinance 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. Your municipality 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 municipal ordinance**.**

Section 1

Please type or print the name of your business or institution, its address and all contact information. Let us know what type of business or institution you are; for example, school, office, factory, restaurant, etc. **ONLY report tonnage for materials recycled from January 1, 2015, through December 31, 2015.**

Section 2

The list of materials, with NJDEP assigned numbers of # 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.
- If your recycling hauler reports the tonnage from your individual business to your municipality on your company's behalf, please leave the "Tons" column blank. **Provision of the name of a recycling hauling company does not relieve your company of the "Proof of Services" requirement contained in the municipal recycling ordinance. If your recycling hauler does not provide a recycling activity report for your individual business, you will be contacted again for this information. Failure to provide this information may result in possible enforcement action as provided for in the municipal recycling ordinance.**

To complete the "Company providing recycling services" column:

- List 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 your materials are recycled by your company at an off-site location, print "by company-off-site" across from each of these materials and provide the location of your company's off-site recycling facility.
- If you take your recyclables directly to a municipal or County recycling depot, print "recycling depot" across from each of those materials. 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

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 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).

INSTRUCTIONS FOR COMPLETING

THE BUSINESS/INSTITUTIONAL RECYCLING ACTIVITY & TONNAGE REPORT

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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).

THANK YOU FOR COMPLETING THIS REPORT OF THE RECYCLING ACTIVITIES OF YOUR ESTABLISHMENT

Please respond by April 1, 2016