

HISTORY

The Recycling Act of 1981 created the Municipal Recycling Tonnage Grant Program whereby municipalities could receive a grant for the amount of materials documented as being recycled during the previous calendar year. At that time, the program was on a voluntary basis. Approximately 250 municipalities reported recycling 250,000 tons of materials in 1982.

In 1987, the New Jersey Statewide Mandatory Source Separation and Recycling Act (the Act), specifically N.J.S.A. 13:1E-99.16, mandated the governing body of each municipality to submit an annual Recycling Tonnage Report summarizing the amount of material recycled during the previous calendar year. The report is due each year by April 30th.

In January 2008, the "Recycling Enhancement Act" specifically P.L. 2007, CHAPTER 311, became effective. A major component to the new law features a recycling tax of \$3.00 per ton on all solid waste accepted for disposal or transfer at solid waste facilities.

60% of the money collected from this tax will be distributed through the annual Recycling Tonnage Grants program to municipalities. *All grant and reimbursement moneys received by a municipality shall be expended only for its recycling program.*

30% of the fund will be distributed to counties.

5% of the fund will go to provide grants to institutions of higher education to conduct research in recycling and other specified uses.

5% of the fund will be used by the Department.

PLEASE NOTE- Pursuant to the "Recycling Enhancement Act", and based on prior Division of Taxation estimates, the Office of Legislative Services estimates that the recycling tax will generate approximately \$15 million to be allocated for the recycling grants program.

Pursuant to P.L. 2007, CHAPTER 311 (The Recycling Enhancement Act), "All grant monies received by a municipality shall be expended only for its recycling program". Therefore, the grant dollars you receive from the Recycling Tonnage Grant must be used exclusively for recycling enhancement purposes. Purchasing items made from recycled content are not eligible. While no specific list of eligible uses has been established, the following uses are eligible at this time:

recycling containers, maintenance of municipal drop-off center, management of municipal compost site, household hazardous waste and e-waste events, salary and costs related directly to education and outreach of municipal recycling program or to the enforcement of local recycling ordinance.

THE REPORTING PROCESS

Beginning 2010, each municipality is required to have their Recycling Tonnage Report approved and signed by a certified municipal recycling coordinator. Towns may choose to share this service with neighboring towns. Currently, the certification process runs through Rutgers University.

http://www.cpe.rutgers.edu/programs/recycling_solid_waste.html

Over the years, the DEP continued to revise its data management systems in order to achieve a more fully integrated waste disposal and recyclable material database tracking system. An important component of this data management system is the Recycling Tonnage Grant Program.

Gathering recycling data can be complicated. You can request data from each **generator, transporter or end market** handling recyclable materials, but that can be difficult. Start by looking at the 30 materials which we track.

You may find it more efficient to seek data from transporters which provide services to many of your businesses. However, those transporters usually do not pick up all 30 materials. Try seeking data from generators of auto materials. Your local auto service stations should be tracking oil, antifreeze, tires and auto batteries. Try seeking data from generators such as grocery markets for corrugated, other plastic (shrink wrap) and food waste. Generators such as restaurants will recycle corrugated, steel containers and cooking grease (food waste). Your bulky materials like concrete and petroleum contaminated soil are easier to track by contacting the major class B end markets in your region.

Obviously, an urban community will have a different make-up than a rural community, but you are the local expert, and it's up to you to find the most efficient method of gathering data.

For many years, the Bureau of Recycling has been emphasizing REDUCE – REUSE & RECYCLE. Therefore; in an attempt to become a “paperless” program, you are *strongly encouraged* to submit your excel file, tax reimbursement certification and municipal resolution via e-mail [*including town name, contact name and telephone number*] to:
joseph.davis@dep.state.nj.us.

When an application is submitted electronically, **there is no need to file any paper**. You may obtain a copy of the approved Excel file by visiting our web page: <http://www.nj.gov/dep/dshw/resource/tonnage/>

Faxing a printout of your Excel file is not satisfactory as data can not be extracted from a facsimile. If you do not have email capabilities you may back up your Excel file to a CD-R and send via postal service. Your tax reimbursement certification and municipal resolution can be faxed to the attention of Joe Davis at (609) 633-1112. NOTE: your email to the Department is your signature.

All the TG-forms and the documentation are assumed to be part of the data submitted on the disk or via e-mail. The applicant must still obtain the appropriate documentation and retain it for five years in the event of a field review.

Municipalities may not alter their budget without passing a resolution. Since your town is eligible to receive a recycling tonnage grant, you'll need to provide a NEW Municipal Resolution for each separate grant application.

Applicants who fail to file an appropriate municipal resolution pertaining to their tonnage report will not be eligible for the recycling grant.

Make sure your resolution identifies the 2008 RECYCLING TONNAGE GRANT. *Remember, you are applying for a grant which is titled "2008 Recycling Tonnage Grant". Your town may pass its resolution in calendar year 2009, but you are still applying for a "2008 Recycling Tonnage Grant".*




When an application is submitted in the paper format (i.e. not on a disk or via e-mail), the applicant must attach (staple) each piece of documentation to a separate TG Form. DO NOT submit documentation which is not attached to its corresponding TG Form.

Regardless of the method of submission, each applicant shall report all eligible materials recycled from the residential and commercial waste streams. Eligible materials must be recycled. Materials which are land filled, re-used in the same form or used for energy recovery are not eligible unless the jurisdiction has applied for and received an exemption from the Solid and Hazardous Waste Management Program.

The Department does not award grant dollars for materials simply identified as "commingled" or "single stream". You are required to break out the various materials which make up commingled, and place their tonnage values where appropriate. [see definitions section for a suggested formula]. **The Department does not award grant dollars for materials reported in weights other than tons.** You are required to convert all weights and volumes into tons.

Any material which can be used as a soil supplement or landfill cover will count toward the overall recycling rate; however, use as a landfill cover or any other landfill / incinerator activity will not be eligible for a Tonnage Grant.

Acceptable documentation is as follows:

-  An official letter or computer report from the **generator** or **transporter**. This documentation must state the type of material, the quantity, the date and the market to which the material was sold;
-  An official letter or report from the **market** receiving the material. This documentation must be signed by an authorized representative, and must state the date, the source of the material, the type of the material and the quantity; or
-  In the case of leaves which are not composted at an NJDEP registered compost facility, a written statement from the farmer must be submitted which details the amount of leaves collected, how they were recycled (i.e. mulched, composted, etc.) and the name and address of the collector and farmer. Any tonnage sent to a farm, which did not file an exemption notice with the Department, pursuant to N.J.A.C. 7:26A-1.4 shall be denied.

Tonnage grant funds available for the 2008 reporting year will be awarded to municipalities and counties based on the amount of eligible, documented materials reported.

In addition, the Solid and Hazardous Waste Management Program reserves the right, **(if applicable, based on availability of funds)** to pay different rates for different materials. For example, the Solid and Hazardous Waste Management Program may pay a higher rate for the recycling of plastic containers than for concrete. Further, bonus grants will not be awarded in this grant cycle. **DO NOT SUBMIT BONUS FORMS.**

Pursuant to state law, each municipality is to have in place an ordinance that mandates the separation and recycling of designated recyclable materials from the residential, commercial and institutional sectors. A mechanism for enforcing this ordinance is also to be in place. Please be advised that future grants may be in jeopardy if it is determined that a minimum level of local recycling enforcement is not being met.

Each jurisdiction and/or the sponsor/generator must keep records, which would support the submitted documentation. These supportive records must substantiate the following:

- 1) The material was generated within the applicant's jurisdiction;
- 2) The total quantity claimed by the sponsor/generator was recovered;
- 3) The material was recycled or sold for recycling in the year in which it was claimed;

4) The material was not land filled, re-used in the same form or used for energy recovery, and

5) The material was not an "industrial-prompt" scrap (i.e. material which was discarded from the manufacturing process, collected and reused as a raw material by the same manufacturer).

All records must be maintained by the applicant for a minimum of five years following the grant period and are subject to review and approval by the NJDEP with adequate notice to the applicant. An on-site review may be conducted by the NJDEP to verify the validity of any tonnage claims. If access to the records is denied, the tonnage in question will be disallowed.

Counties or municipalities may be required to repay some portion of the grant funds awarded if a subsequent desk or on-site review results in the disallowance of any tonnage, which had previously been allowed.

Counties and municipalities will be disqualified from receiving tonnage if any part of the claim is proven to have been intentionally falsified. If such a discovery is made after the funds have been disbursed, the jurisdiction will be required to refund to the State all grant monies pertaining to the disallowed tonnage.

The Act prohibits counties and municipalities from using the grant monies for construction or operation of any facility, which bales waste paper or shears, bales or shreds any ferrous or non-ferrous materials. Grant funds must be placed in a dedicated trust fund to be used solely for recycling activities.

The Act restricts the dollar amount of the tonnage grant monies to no more than \$10.00 per ton.

OUR MAILING ADDRESS & PHONE NUMBER:

You may mail your Tonnage Report to:

NJ DEP
Bureau of Recycling & Planning
P.O. Box 414
Trenton, NJ 08625-0414
Attn: Joe Davis

Feel free to call the Bureau of Recycling and Planning at (609) 984-3438 or visit our web site at <http://www.nj.gov/dep/dshw/>

**** Make sure you provide your telephone number plus any extensions on ALL correspondence ****

THE REVIEW PROCESS FOR TAX REEMBURSEMENT AND TONNAGE GRANTS

Along with an annual resolution authorizing your town to apply for the Recycling Tonnage Grant, a certified statement of tax paid on solid waste disposal shall be submitted in order to receive reimbursement under the Enhancement Act.

As the Bureau of Recycling and Planning receives all of the applications, they are filed alphabetically by county. The reviewer will examine each file in detail, insuring that each form is properly completed including the recycling coordinator's signature and that the appropriate documentation is attached. Material claims will be disallowed if the documentation submitted was insufficient (i.e. the material, the market or the quantity is not **clearly** identified), the TG-form was incomplete or the material claimed is not eligible.

Once the review is complete, the information is then data entered. After each municipality's data has been entered, the 30 Day Desk Audit report will be generated for each municipality. The report will be sent to the attention of the Municipal Recycling Coordinator with copies to the county coordinator.

The 30 day desk audit report will specify the total tonnage documented for each material. Following receipt of the audit report, the applicant will have an opportunity to review the Solid and Hazardous Waste Management Program's findings and suggest any proposed amendments to the report within 30 days.

At this time, the Solid and Hazardous Waste Management Program will apportion the tonnage amount reported by the Institute of Scrap Recycling Industries and the Auto and Metals Recyclers Association (ISRI/AMRA) to the municipalities. The ISRI/AMRA tonnage will be distributed in the following manner:

The Solid and Hazardous Waste Management Program will tally all of the metals, which were marketed through an ISRI or AMRA facility as reported by municipalities. This total figure will be subtracted from the statewide figure, which was submitted by ISRI/AMRA. The balance of the tonnage will be distributed to all municipalities on a population basis.

Following any final adjustments to the database, the final tonnage quantities, county recycling rates and grant awards will be determined. The final dollar value per material cannot be determined until all of the applications have been reviewed for final adjustments, and all disposal taxes are calculated.

Depending upon final material tonnages and recycling fund, it is anticipated that the material values would be the following:

\$5	\$2	\$1	\$0.50	\$0.15
21 Electronics	01 Corrugated	12 Anti-freeze	09 Iron (ferrous)	20 Stumps
	02 Office Paper	15 Tires	10 Alum (non-ferrous)	22 Concrete/Asphalt
	03 Newspaper	16 Motor Oil	11 White Goods	27 Petrol Soils
	04 Junk Mail	17 Brush/Tree Parts	13 Auto Batteries	28 Process Residue
	05 Glass Containers	18 Grass Clippings	14 Scrap Autos	
	06 Aluminum Cans	19 Leaves	30 Wood Scraps	
	07 Steel Cans/Oil filters	23 Food Waste		
	08 Plastic Containers	29 Textiles / Carpet		
	24 Misc. Materials			
	25 Other Glass			
	26 Other Plastic			

After these steps are completed, the Final Reports will be *emailed* to each county coordinator with additional copies available upon request by contacting Joe Davis at (609) 984-6907.

Additional information will also be available on a county basis on the Bureau's web site, <http://www.nj.gov/dep/dshw/>.

DEFINITIONS

1) Key terms used in the Tonnage Grant Program and their definitions are listed below. Terms and definitions found in the Recycling Act (N.J.S.A. 13:1E-99.11 et seq) and the Administrative Code (N.J.A.C. 7:26-1.1 et seq and N.J.A.C. 7:26A-1.1 et seq) take precedence. **The contexts of these definitions are non-hazardous categories of materials which exclude hazardous waste, liquid wastes, sludge and sludge derived products.**

Municipal and County Codes: (identifies from where you're reporting). Each applicant shall provide their municipal and county codes wherever applicable. Appendix C lists each municipal and county code.

Sponsor/Generator: (identifies who is creating the waste) A business, group, organization or any other type of entity, which generates or collects recyclable materials. Examples of a sponsor/generator include but are not limited to: environmental commissions, public works departments, church groups, service stations, supermarkets, recycling end-markets, recycling haulers, hospitals, etc.

Market: (identifies where the material is sent) The enterprise, which purchases, receives, collects or otherwise recycles the material reported as recycled.

Transporter: (identifies the truck that hauls the waste) the enterprise, which picks up recyclable material and brings it to a facility or end market.

Post Consumer Material: A product, which has gone through its useful life and served the purpose for which it was intended. It is separated from the solid waste stream before it is collected.

Beneficial Use: The use or reuse of a material, which would otherwise become solid waste as landfill cover, aggregate substitute, fuel substitute or fill material or the use or reuse in a manufacturing process to make a product or as an effective substitute for a commercial product. Beneficial use of a material shall not constitute recycling or disposal of that material.

Recyclable Material: Materials which would otherwise become nonhazardous solid waste which can be separated, collected and processed and returned to the economic mainstream in the form of raw materials or products.

Note: Street sweepings, mixed broken cullet, incinerator ash and/or any material used for landfill or incineration activities will count toward the applicant's overall recycling rate but will not be eligible for the recycling grant.

2) The following are the revised definitions of recycled materials eligible for the 2008 Recycling Tonnage Grant submission. The definitions are not meant to be all-inclusive, but rather they attempt to identify the majority of materials reported in previous submittals. It is recognized that market changes may dictate altering these definitions in the future.

SINGLE STREAM, COMMINGLED AND MIXED FIBER - If you are provided a formula to break out your tonnage into its various components, please use the formula you have been provided. If you have not been provided a formula, you may use the percentages provided below:

Mixed Fiber – Traditionally, mixed fiber refers to corrugated paper, office paper, newspaper, junk mail/other paper.

.25 Corrugated
.15 Office paper
.45 Newspaper
.15 Magazines/Junk mail

Commingled - Traditionally, commingled refers to glass, aluminum, steel and plastic containers.

.70 Glass Containers
.05 Aluminum Containers
.10 Steel Containers
.15 Plastic Containers

Single Stream - Single stream refers to corrugated paper, office paper, newspaper, junk mail/other paper, glass, aluminum, steel and plastic containers

all mixed in one container for collection. If you do not know how your single stream commingled tonnage is broken-down, you can use the following formula:

Your 60% paper will be made up of:

- .15 Corrugated
- .05 Office paper
- .35 Newspaper
- .05 Magazines/Junk mail

Your 40% containers will be made up of:

- .25 Glass Containers
- .05 Aluminum Containers
- .05 Steel Containers
- .05 Plastic Containers

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).

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** - 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).