



# *Today's Meeting*

## *Credits*



**CRPs (3 CEUs)**

**2 Classroom**

**1 Meeting**

**CPWMs (3 CEUs)**

**2 Government**

**1 Information Technology**

**Clean Communities (3 CEUs)**

**2 Classroom**

**1 Meeting**

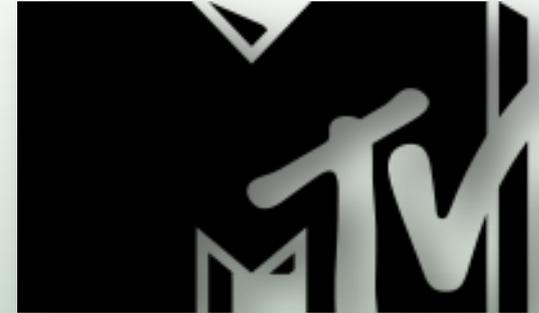




# *NJDEP Tonnage Grant Program History*

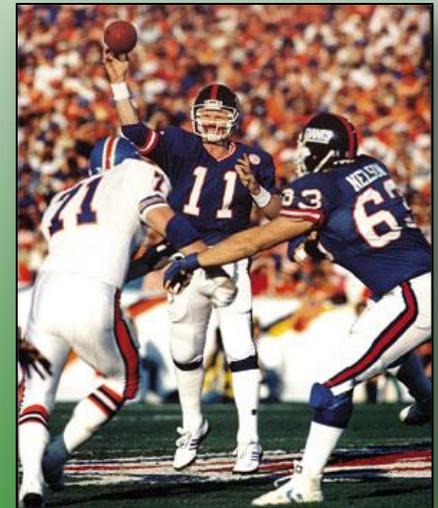
 **1981**

**Municipal Recycling  
Tonnage Grant Program**



 **1987**

**NJ Statewide Mandatory  
Source Separation and  
Recycling Act became law**





# NJDEP Tonnage Grant Program History

## 2008



-  **The “*Recycling Enhancement Act*” became law.**
  -  **Recycling tax of \$3.00 per ton on all solid waste accepted for disposal or transfer at certain solid waste facilities.**
  -  **The amount of grant monies received by the municipality shall not be less than the annual amount of recycling tax paid by the municipality.**
  -  **CRP requirement**
  -  **Specifies that grants received may only be expended on recycling.**





# Why Report?

*It's the law. The Mandatory Recycling Act says "The governing body of each municipality shall, ...submit a recycling tonnage report..." State Regulations say a report must be provided by municipalities by April 30<sup>th</sup>.*



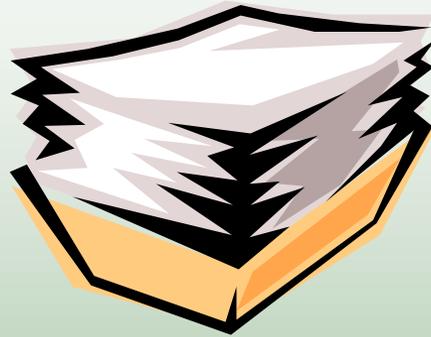
*Recycling amounts claimed on the tonnage report are used to calculate your recycling rate.*

*There is funding based on how many tons you recycle!*





## *What is the purpose of the grant?*



## **BIG TASK**

*Collect information on types and tonnage of materials recycled in a municipality for the prior year.*





## *Eligibility Criteria*

- ✦ The material was generated within the applicant's jurisdiction;
- ✦ The total quantity claimed by the sponsor/generator was recovered;
- ✦ The material was recycled or sold for recycling in the year in which it was claimed;
- ✦ The material was not landfilled, re-used in the same form or used for energy recovery, and
- ✦ 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).





## *Electronic Submittal*

A “**paperless**” program - The NJDEP only accepts the Tonnage Report in the form of an Excel File.

The NJDEP approved Excel file can be found at:  
<http://www.nj.gov/dep/dshw/resource/tonnage/>.





# ***THE REPORTING PROCESS***

**You can request data from:**

**Each generator**



**Each Transporter**

**End Market**



**The most efficient method of gathering data is what's best for you.**





# THE REPORTING PROCESS



## Send Out Letters Requesting Documentation

- ✦ Businesses
- ✦ Markets
- ✦ Haulers
- ✦ Landlords – Management Companies



## Be Specific

- ✦ Requirement of municipal ordinance
- ✦ Provide deadline
- ✦ Ask for documentation
  - ✦ Company stationary or other official document
  - ✦ Types of Recyclables
  - ✦ Quantities (tons, lbs., gal.)
  - ✦ Market Information



## Follow-up

- ✦ Send second letter





## ***Why Request Information from Businesses, Haulers and Markets?***



***Reminds businesses of their obligation to recycle!***

**Use information to cross reference with market lists;  
businesses may be missed.**



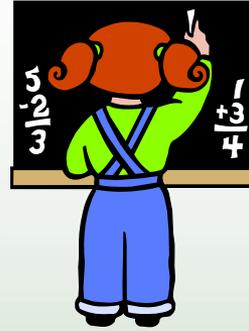
**Monitor potential non compliance.**



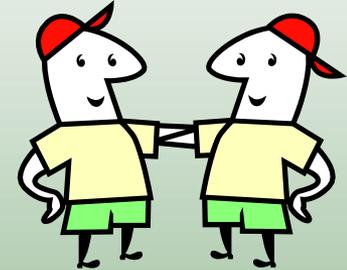


# Before you complete the report:

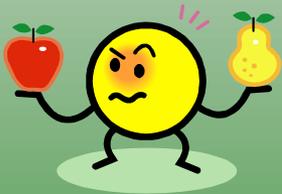
- ♻️ **Add up all tonnages**
  - ✈️ By material
  - ✈️ By source (*commercial or residential*)
  - ✈️ By weight (*complete conversions*)
  - ✈️ By company



- ♻️ **Avoid double counting**
  - ✈️ Back out information reported by both business and market/hauler.



- ♻️ **Compare information received from previous year(s)**



- ✈️ Make sure you are not missing any big business or tons.
- ✈️ If there is a large increase or decrease try to figure out why.
- ✈️ Document changes and keep documentation with your copy of the report.
  - ✈️ May impact your grant amount
  - ✈️ **May be asked why – from DEP or Mayor & Council?**



County Code	Town Code		TONS	SECTOR	MATERIAL	DEPID	County Name	Town Name	End Market
00	00		0.00	C	Corrugated	01	County	Town	end market
00	00		0.00	R	Corrugated	01	County	Town	end market
00	00		0.00	C	Mixed Office Paper	02	County	Town	end market
00	00		0.00	R	Mixed Office Paper	02	County	Town	end market
00	00		0.00	C	Newspaper	03	County	Town	end market
00	00		0.00	R	Newspaper	03	County	Town	end market
00	00		0.00	C	Other Paper/Mag/Junk Mail	04	County	Town	end market
00	00		0.00	R	Other Paper/Mag/Junk Mail	04	County	Town	end market
00	00		0.00	C	Glass Containers	05	County	Town	end market
00	00		0.00	R	Glass Containers	05	County	Town	end market
00	00		0.00	C	Aluminum Containers	06	County	Town	end market
00	00		0.00	R	Aluminum Containers	06	County	Town	end market
00	00		0.00	C	Steel Containers	07	County	Town	end market
00	00		0.00	R	Steel Containers	07	County	Town	end market
00	00		0.00	C	Plastic Containers	08	County	Town	end market
00	00		0.00	R	Plastic Containers	08	County	Town	end market
00	00		0.00	C	Heavy Iron	09	County	Town	end market
00	00		0.00	R	Heavy Iron	09	County	Town	end market





# REPORT BY MARKET

County Code	Town code	TONS	SECTOR	MATERIAL	DEPID	County Name	Town Name	End Market
02	71	100.00	C	Corrugated	01	Bergen	Any Town	Green Star, Paterson, NJ
02	71	250.00	C	Corrugated	01	Bergen	Any Town	Recycle America, Newark, NJ
02	71	25.00	C	Corrugated	01	Bergen	Any Town	Atlantic Coast Fibers, Passaic, NJ
02	71	1,527.00	R	Corrugated	01	Bergen	Any Town	Green Star, Paterson, NJ
02	71	368.00	C	Mixed Office Paper	02	Bergen	Any Town	Atlantic Coast Fibers, Passaic, NJ
02	71	0.00	R	Mixed Office Paper	02	Bergen	Any Town	end market
02	71	0.00	C	Newspaper	03	Bergen	Any Town	end market
02	71	1,389.00	R	Newspaper	03	Bergen	Any Town	Green Star, Paterson, NJ
02	71	750	C	Other Paper/ mag/Junk mail	04	Bergen	Any Town	Waste Management, Hillsdale, NJ
02	71	237	R	Other Paper/ mag/Junk mail	04	Bergen	Any Town	Colgate Paper Stock, New Brunswick, NJ





## Please Remember

- ♻️ Report all eligible materials recycled from the **residential and commercial** waste streams.
- ♻️ Tonnage must be reported by material.
  - ✦ commingled or single stream conversions.
  - ✦ conversions can be found at:  
<http://www.state.nj.us/dep/dshw/resource/Tonnage/index.htm>
- ♻️ All materials must be reported in **tons**.
  - ✦ convert all weights and volumes into tons.
- ♻️ Try to identify all materials. Use Misc. Materials as a last resort.





# ***Municipal Resolution***

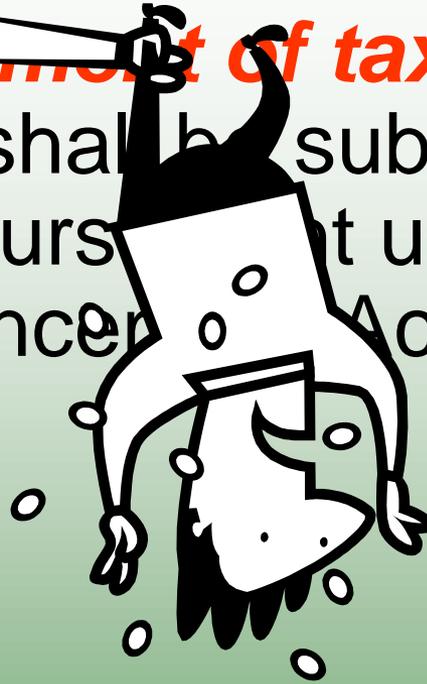
- ❁ In order to receive funds a Municipal Resolution must be completed.
- ❁ Make sure your resolution identifies the **2015 RECYCLING TONNAGE GRANT.**





## *Proof of Recycling Tax Paid*

♻️ A certified **statement of tax paid** on solid waste disposal shall be submitted in order to receive reimbursement under the Recycling Enhancement Act.





## **TAX REIMBURSEMENT CERTIFICATION**

**WHEREAS**, The Recycling Enhancement Act, P.L.2007, chapter 311, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

**WHEREAS**, There is levied upon the owner or operator of every solid waste facility (with certain exceptions) a recycling tax of \$3.00 per ton on all solid waste accepted for disposal or transfer at the solid waste facility.

**WHEREAS**, Whenever a municipality operates a municipal service system for solid waste collection, or provides for regular solid waste collection service under a contract awarded pursuant to the “Local Public Contracts Law”, the amount of grant monies received by the municipality shall not be less than the annual amount of recycling tax paid by the municipality except that all grant moneys received by the municipality shall be expended only for its recycling program.

**NOW THEREFORE BE IT RESOLVED** by the (name of municipality) that (name of municipality) hereby certifies a submission of expenditure for taxes paid pursuant to P.L.2007, chapter 311, in 2015 in the amount of (\$ . ). Documentation supporting this submission is available at (address of location) and shall be maintained for no less than five years from this date.

Tax reimbursement certified by:

Name of official:

Title of official:

Date:





## ***Proof of Recycling Tax Paid***

**Your REA Tax ID Statement shall be attached to an email with your town name in the subject header and contact name with telephone number in the body of the email sent to [REATAX@dep.nj.gov](mailto:REATAX@dep.nj.gov).**

**REA Tax ID Statements are due by April 30th annually.**





# Recycling Coordinator Certification

- ❁ **Recycling Tonnage Report must be “signed” by a Certified Recycling Professional (CRP).**
- ❁ **CRP must include town name (2015 tonnage grant) in the subject area.**
- ❁ **CRP must provide a municipal contact name and phone number in the email body.**





## ***Tonnage Grant Information on DEP Web Site***

- ✚ Overview and complete reporting process instructions
- ✚ Conversion Tables
- ✚ Municipal and County Codes Document
- ✚ Tonnage Grant Municipal Resolution
- ✚ Guide to Completing Excel Spreadsheet
- ✚ Municipal Recycling Tonnage Report in Excel
- ✚ Recyclable Materials Categorization
- ✚ Tax Identification Statement
- ✚ ***Information included in Word and PDF formats***

<http://www.state.nj.us/dep/dshw/resource/Tonnage/index.htm>





## Recycling Tonnage and Reporting Forms

NOTE: The Word and Excel files require Microsoft Word or other software that opens MS Word and/or Excel Documents. The PDF files require a PDF Reader. A free PDF reader is available from [Adobe](#).

Municipalities may report their recycling tonnage manually using the Word/Adobe forms OR they may report electronically using MS Excel. There is no need to report both ways. If you report using Excel you are not required to submit documentation, but if you report manually, you must staple a separate TG Form to each piece of documentation along with the summary form.

Remember to have your town pass a municipal resolution for the reporting calendar year in order to receive your grant award.

### **[READ THE LAW!! - THE RECYCLING ENHANCEMENT ACT AND REVISION TO SAME AVAILABLE ON OUR WEBSITE.](#)**

NOTE: IF YOU DO NOT CONVERT INTO TONS OR IF YOU DO NOT BREAK-OUT YOUR COMMINGLED INTO ITS VARIOUS MATERIALS YOU WILL FORFEIT YOUR AWARD FOR THAT PARTICULAR TONNAGE.

Document	File Format	File Format
Instructions - Overview and complete reporting process instructions.	 73Kb	 62Kb
Conversion Table	 32Kb	 19Kb
Municipal and County Codes Document	 118Kb	 27Kb
Tonnage Grant Municipal Resolution ( <b>SAMPLE</b> )	 22 Kb	 9 Kb
Guide to Completing Excel Spreadsheet - Graphical instructions designed to assist you in completing the tonnage grant reporting form in Excel.	 56 Kb	 24 Kb
Municipal Recycling Tonnage Report in Excel. Also includes: Conversion tool, Commingled sort tool and Single Stream Commingled sort tool.	 83 Kb	 20 Kb
Recyclable Materials Categorization for Determining Municipal Solid Waste Recycling Rates and Total Solid Waste Recycling Rates (Note: MSW = Municipal Solid Waste)	 64 Kb	 64Kb
Tax Identification Statement	 24 Kb	 8 Kb





## Things to Know

- ♻️ The NJDEP approved Excel file and forms can be found at: <http://www.state.nj.us/dep/dshw/resource/Tonnage/index.htm>.
- ♻️ The excel file and municipal resolution should all be submitted via email to: [Joseph.Davis@dep.nj.gov](mailto:Joseph.Davis@dep.nj.gov).
- ♻️ Remember to include your *town name in the subject area and your contact name and telephone number on your email.*
- ♻️ The tax reimbursement certification should be submitted via email to [REATAX@dep.nj.gov](mailto:REATAX@dep.nj.gov).
- ♻️ A copy of the report and forms may be required to be sent to your county recycling coordinator.
- ♻️ **Faxed** copies of the excel spreadsheet are not accepted.
- ♻️ The CRP's email to the NJDEP is the towns signature.





## COMMON QUESTIONS



- ♻️ **When is the report due? The report is due April 30th of each year.**
- ♻️ **When is the REA tax certification due? The tax certification is due April 30th of each year.**
- ♻️ **What are the most common materials **NOT** eligible for the tonnage grant? Clean soil, utility poles, construction & demolition debris (C&D).**
- ♻️ **How long should I keep my documentation? Towns are required to maintain their records for five (5) years.**





# COMMON ERRORS



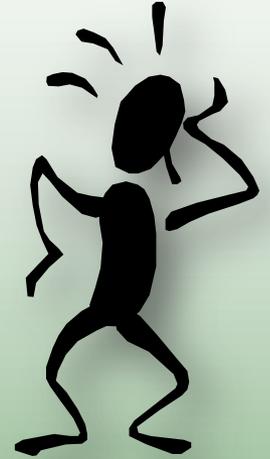
- ❯ Books & Phone books are all #04 Other Paper/Mag/JunkMail.
- ❯ Propane tanks and oil filters are both #07 Steel Containers.
- ❯ Copper & Brass are #10 NonFerrous/Aluminum Scrap.
- ❯ Christmas trees, organic or vegetative are all #17 Brush/Tree Parts.
- ❯ Millings or Road Excavation are #22 Concrete/Asphalt/Brick/Block.





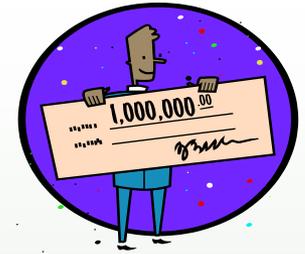
# COMMON ERRORS

- ♻️ **If you can eat it it's #23 Food Waste. Cooking oil is not Miscellaneous.**
- ♻️ **Plastic reported by Verizon is #26 Other Plastic – not plastic containers.**
- ♻️ **Never report dirt. If it's not petroleum contaminated leave it alone.**
- ♻️ **Clothing and carpet are both #29 Textiles.**





# PAYOUT AMOUNTS



To provide you with a guideline, the material values for tonnage reported in the past were as follows:

**\$5.00/ton - electronics**

**\$2.00/ton – traditional class A materials**

**\$1.00/ton – yard waste/ oil, etc.**

**\$0.50/ton – heavy metals**

**\$0.10/ton – bulky materials (concrete, asphalt)**

\$5 per ton	\$2.00 per ton	\$1.00 per ton	\$0.50 per ton	\$0.10 per ton
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		
	25 Other Glass			
	26 Other Plastic			





# What Can Grant Money Be Spent On?



## **Acceptable Purchases**

-  *All grant moneys received by a municipality shall be expended only for its recycling program. (Recycling Enhancement Act).*

## **Unacceptable Purchases**

-  *No direct recycling grant to any municipality shall be used for constructing or operating any facility for the baling of wastepaper or for the shearing, baling or shredding of ferrous or nonferrous materials.*

**The State May Audit Your Spending To Ensure The Funds Are Only Spent On Recycling.**





## Review Program Time Line

- ✦ December/January
  - ✦ Create or update business list
  - ✦ Create or update market/hauler list
  - ✦ Compose letter
  - ✦ Mail Letter

- ✦ February
  - ✦ Pass Resolution
  - ✦ Tax ID Statement
  - ✦ Due date for response to letters

- ✦ March
  - ✦ Send out second mailing

- ✦ April
  - ✦ Follow up – phone, email or fax
  - ✦ **30<sup>th</sup> – DUE DATE**





## Review Program Time Line



- ✿ 30 Day Desk Review – sent to Counties
  - ✿ Municipalities have 30 days to correct deficiencies
- ✿ Final Reports - sent to Counties
- ✿ Payout Schedule – sent to Counties
- ✿ Checks sent Fall of the following year





## Grant submittal

Submit via e-mail to:

[Joseph.Davis@dep.nj.gov](mailto:Joseph.Davis@dep.nj.gov)

Joseph Davis

Mail Code 401-02C

NJ DEP

Solid & Hazardous Waste  
Management Program

Bureau of Recycling & Planning

P.O. Box 420

Trenton, NJ 08625-0420

Phone: 609-984-3438

Fax: 609-633-1112

## REA Tax Submittal

Submit via e-mail to:

[REATAX@dep.nj.gov](mailto:REATAX@dep.nj.gov)





## BCUA Contact



**Mark Vangieri**  
**Solid Waste Manager**  
**BCUA**  
**Foot of Mehrhof Road**  
**Little Ferry, NJ 07643**

**Phone: 201-807-5823**

**Fax: 201-641-3509**

**Email: [mvangieri@bcua.org](mailto:mvangieri@bcua.org)**





# QUESTIONS





# ***Bergen County Department of Health Services Contact Information***

*Joseph McElwain*

*Senior Environmental Health Specialist*

*Bergen County Department of Health  
Services*

*Phone: 201-634-2788*

*Fax: 201-599-6270 fax*

*Email: [JMcelwain@co.bergen.nj.us](mailto:JMcelwain@co.bergen.nj.us)*

