



***WELCOME TO THE***

***BERGEN COUNTY UTILITIES AUTHORITY***

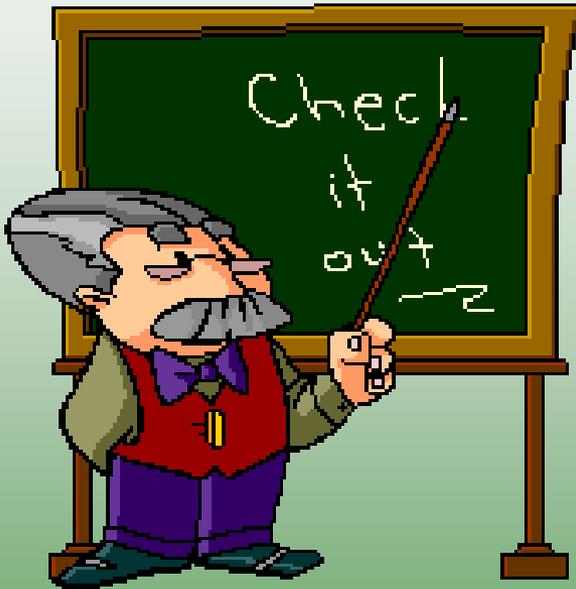


**Bergen County Utilities Authority**



# *Today's Meeting*

## *Credits*



**CRPs (2 CEUs)  
2 Classroom**

**CPWMs (2 CEUs)  
1 Government  
1 Information Technology**







# ***NJDEP Tonnage Grant Program History***

## **1981**

**The “Clean Communities and Recycling Act” created the Municipal Recycling Tonnage Grant Program**

## **1987**

**The “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 states: "The governing body of each municipality shall, ...submit a recycling tonnage report..." State Regulations state: a report must be provided by municipalities by **April 30<sup>th</sup>**.*



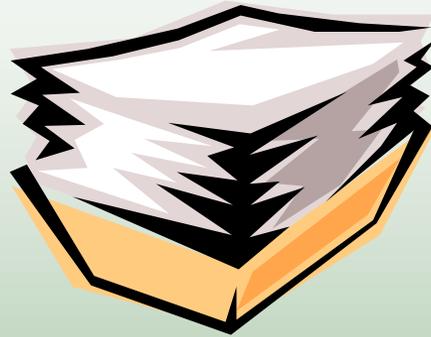
*Recycling amounts claimed on the tonnage report are used to calculate your recycling rate.*

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





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



## **BIG TASK**

*Collect information on the types and tonnages 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?*



*Reminds businesses of their obligation to recycle!*

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



**Monitor potential non compliance.**

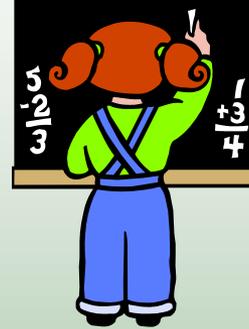




# Before you complete the report:

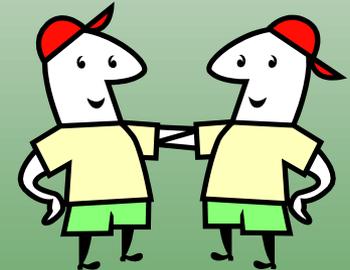
## Add up all tonnages

-  By material
-  By source (*commercial, residential or institution*)
-  By weight (*complete conversions*)
-  By end market



## Avoid double counting

-  Back out information reported by both business and market/hauler.





## ***Before you complete the report:***



### **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?***





## *New Spreadsheet*



- 🔄 Beginning in 2017 there will be a new spreadsheet
  - Materials will not be preloaded
  - Dropdown menus
  - Areas for preparers name and CRPs name
  - REA Tax certification will be included on spreadsheet





## ***Municipal Resolution***

- ❁ In order to receive funds a Municipal Resolution must be completed.
- ❁ Make sure your resolution identifies the **2017 RECYCLING TONNAGE GRANT.**
- ❁ **Beginning this year your municipality does not have to provide the resolution to the NJDEP.**





## ***Grant Expenditure Form & Municipal Certification***

- ❿ Beginning this year, your municipality must complete a grant expenditure form for recycling funds received for 2013 & 2014.
- ❿ Beginning this year, your municipality must complete a certification that stipulates that they will comply with the requirements identified at N.J.A.C. 7:26A-11 (standards for municipalities).





## *New Form Demonstration*





## *Things to Know*



- ❿ Save the form as an Excel file and name the file your towns name.
- ❿ Attach the completed grant expenditure form for years 2013 and 2014.
- ❿ Attach a signed and scanned copy of the Certification that the municipality will comply with the requirements identified at N.J.A.C 7:26A-11 (standards for municipalities) in 2018.
- ❿ In the body of the email, included the contact information for the person completing the form and the CRP.
- ❿ The excel file, grant expenditure forms and municipal certification form should be submitted via email, no later than **April 30, 2018**, to: [tonnagegrant@dep.nj.gov](mailto:tonnagegrant@dep.nj.gov).





## COMMON QUESTIONS



- ♻️ **When is the report due? The report 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



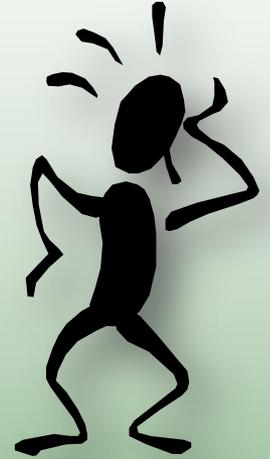
- 🔄 **Books & Phone books are all #04 Other Paper/Mag/Junk Mail.**
- 🔄 **Propane tanks and oil filters are both #07 Steel Containers.**
- 🔄 **Copper & Brass are #10 Nonferrous/Aluminum Scrap.**
- 🔄 **Christmas trees, organic or vegetative are all #17 Brush/Tree Parts.**
- 🔄 **Millings or Road Excavation 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.**





# 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). Some examples are:*

 ***Recycling containers***

 ***Food waste initiatives***

 ***Maintenance of municipal drop-off centers***

 ***Management of municipal compost sites***

 ***Tire amnesty & e-waste collection events***

 ***Salary & costs related directly to the collection, education & outreach of municipal recycling programs***

 ***Enforcement of local recycling ordinances***





# What Can Grant Money Be Spent On?



## **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.*
-  **Vehicles used for commuting are strictly forbidden.**

**Beginning with 2017's report the NJDEP Will 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
  - ✦ Calculate taxes paid
  - ✦ Due date for response to letters
  
- ✦ March
  - ✦ Send out second mailing
  
- ✦ April
  - ✦ Follow up – phone, email or fax
  - ✦ **30<sup>th</sup> – DUE DATE**



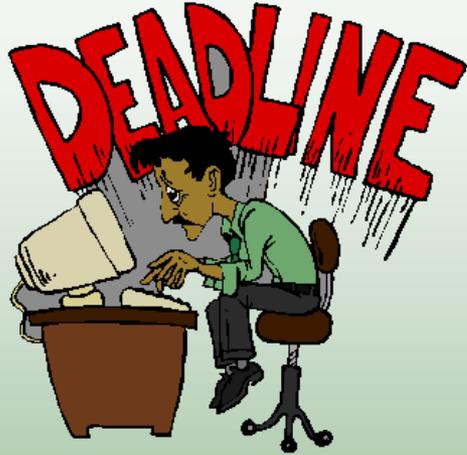
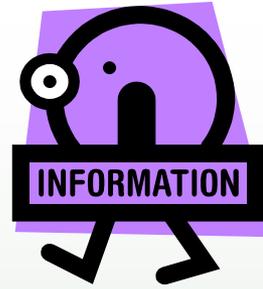


## Review Program Time Line



- ✿ 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





**April 30, 2018**  
**Grant submittal**  
**Grant expenditure form for**  
**2013 & 2014 funds**  
**Municipal certification**

**REA Tax Submittal**  
**Included on new form.**

Submit via e-mail to:  
[tonnagegrant@dep.nj.gov](mailto:tonnagegrant@dep.nj.gov)

Attn: Fredrik Khayati  
Phone: 609-984 4250



The NJDEP Municipal Recycling Tonnage Grant information and Reporting Forms can be found at: <http://www.nj.gov/dep/dshw/resource/tonnage/>





## BCUA Contact

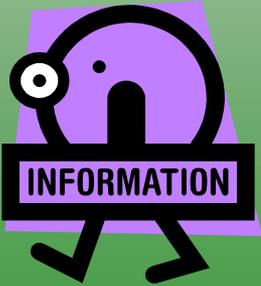


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# QUESTIONS





**THE BCUA THANKS YOU  
FOR PARTICIPATING IN TODAY'S PROGRAM!**

**Bergen County Utilities Authority  
Board of Commissioners**

Ronald Phillips, Chairman  
Louis J. DeLisio, Vice Chairman  
Catherine T. Bentz  
Bruce Bonaventuro  
Daniel Gumble  
Paul A. Juliano  
Thomas S. Kelley  
Peter C. Massa, Jr.  
Jon Warms

Executive Director, Robert E. Laux  
Deputy Executive Director, Richard D. Wierer



**Bergen County Utilities Authority**