

HISTORY

The Recycling Act of 1981 created the Municipal Recycling Tonnage Grant Program whereby municipalities could receive a rebate 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. This report is to be sent to the New Jersey Department of Environmental Protection (DEP), Solid and Hazardous Waste Management Program.

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.

PLEASE NOTE- Pursuant to the “Clean Communities and Recycling Grant Act”, P.L. 2002, c.128, twenty-five percent of the annual Clean Communities Fund, up to \$4,000,000 will be made available for the Municipal Recycling Tonnage Grant Program.

THE REPORTING PROCESS

Since the 1993 Recycling Tonnage Grant year, the Solid and Hazardous Waste Management Program has been accepting grant applications submitted digitally on computer disk. While many different software programs have been available for reporting purposes, the Department will no longer accept the various software choices. **Therefore, beginning with this 2005 Recycling Tonnage Grant application (due April 30, 2006) reports submitted electronically must be in a format accepted by the Department, such as Microsoft Excel.**

You may obtain a copy of the approved Excel file by visiting our web page:

<http://www.nj.gov/dep/dshw/resource/rectnfrm.htm>

or by contacting us by phone – (609) 984-3438

When an application is submitted electronically, the only printed form(s) which must to be submitted in hard copy is a printout of your Excel file and the municipal resolution. 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. **Applicants who fail to file an appropriate municipal resolution pertaining to their tonnage report will not be eligible for the recycling grant.**

When an application is submitted in the traditional manner (i.e. not on a disk or via e-mail), each applicant must submit all completed forms along with the appropriate documentation. NOTE: When submitting in the traditional manner, failure to submit any and all forms and/or documentation will result in the disallowance of all the tonnage in question.

Regardless of the method of submission, each applicant should document and report all eligible materials recycled from the residential, institutional and commercial waste streams. Eligible materials must be recycled. Materials that are landfilled, 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 will no longer award grant dollars for materials identified as "commingled". You are required to break out the various materials which make up commingled, and place their tonnage values where appropriate. [see definitions].

NOTE: Final products from a composting operation which can be marketed for sale or used as a soil supplement or landfill cover will count toward the achievement of the 60% rate as a recycling activity; however, use as a landfill cover or any other landfill activity will not be eligible for a Tonnage Grant.

Municipalities and Counties may apply for grant funds by providing the required information to the Solid and Hazardous Waste Management Program of Solid and Hazardous Waste for review and approval. Acceptable documentation is as follows:

- An official letter or computer report from the sponsor/generator signed by an authorized representative. 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, shall be denied pursuant to N.J.A.C. 7:26A-1.4.

Tonnage grant funds available for the 2005 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.

Due to the anticipated reduced funding for grants this year, bonus grants will not be awarded in this grant cycle.

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 landfilled, 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 and/or the sponsor/generator 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, either by the applicant or the sponsor/generator, 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. While grant funds may be spent for any purpose except those specifically mentioned, it is highly recommended that the funds be placed in a dedicated trust fund to be used solely to promote 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:

Please 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/>

THE REVIEW PROCESS

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 -

- A. The documentation submitted was insufficient (i.e. the material, the market or the quantity is not **clearly** identified).
- B. The TG-form was incomplete.
- C. The material claimed is not eligible.

Once the review is complete, the information is then data entered. After each county data has been entered, an audit report will be generated for each applicant within that county. The report will be sent to the attention of the Municipal Recycling Coordinator with copies to the county coordinator.

The 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. Following any final adjustments to the database, the final tonnage quantities and payouts will be determined. The final dollar per ton payout ratio cannot be determined until all of the applications have been reviewed for final adjustments.

At this time, the Solid and Hazardous Waste Management Program will apportion the tonnage amount reported by 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.

After these steps are completed, the final information will be available on a county basis on the Bureau's web site, <http://www.nj.gov/dep/dshw/>. Additionally, a hard copy of the final report will be sent to the county coordinators with individual hard copies available upon request by contacting Joe Davis at (609) 984-6907.

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 context of these definitions are non-hazardous categories of materials which exclude hazardous waste, liquid wastes, sludge and sludge derived products.**

Municipal and County Codes: Each applicant shall provide their municipal and county codes wherever applicable. Appendix C lists each municipal and county code.

Sponsor/Generator: 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: The enterprise, which purchases, receives, collects or otherwise recycles the material reported as recycled.

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 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 2005 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.

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

00- **Commingled** - Traditionally, commingled refers to glass, aluminum, steel and plastic containers. If you do not know how your commingled tonnage is broken-down, you can use the following formula:

.70 Glass Containers
.05 Aluminum Containers
.10 Steel Containers
.15 Plastic 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, stainless steel, 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

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 - **Batteries, Household** - Any type of button, coin, cylindrical rectangular or other shaped enclosed device or sealed container which was utilized as an energy source for commercial, industrial, medical, institutional or household use. THIS DOES NOT INCLUDE LEAD ACID BATTERIES FROM VEHICLES.

22 - **Concrete/Asphalt and Masonry/Paving Materials** - 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 Waste** - 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, but are not limited to: furniture, wallboard, carpeting, 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).

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 ferrous metals and 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 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).