

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.

In January 2008, the "Recycling Enhancement Act" N.J.S.A. 13:1E-96.b.(1), specifically P.L. 2007, c. 311, reestablished funding for local recycling programs through a tax of \$3.00 per ton on all solid waste accepted for disposal or transfer at solid waste facilities, required the appointment of Certified Recycling Professionals (Coordinators) and specified that grants received may only be expended on recycling.

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

30% of the fund is distributed to counties.

5% of the fund is used to provide grants to institutions of higher education to conduct research in recycling, among other things.

5% of the fund is used by the Department.

Pursuant to P.L. 2007, c. 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 purposes. Purchasing items made from recycled content which are not used for recycling purposes are not eligible. While no specific, exhaustive list of eligible uses has been established, the following uses are eligible:

recycling containers, maintenance of municipal drop-off centers, management of municipal compost sites, household hazardous waste and e-waste events (to

the extent that collected materials are recycled, and not disposed), salary and costs related directly to recycling collection, education and outreach of municipal recycling programs, or the enforcement of local recycling ordinances.

THE REPORTING PROCESS

Beginning January 2011, all Recycling Tonnage Reports shall be submitted as a spreadsheet compatible with the Microsoft Excel structure provided by the Department. You may obtain a copy of the approved Excel file by visiting our web page: <http://www.nj.gov/dep/dshw/resource/tonnage/> or by contacting Joe Davis by phone – (609) 984-6907.

Report & Resolution: Your Excel file and municipal resolution 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 joseph.davis@dep.state.nj.us. Tonnage reports are due by April 30th annually.

Municipalities may not alter their budgets without passing a resolution. Since your town is eligible to receive a recycling tonnage grant, you'll need to provide a NEW Municipal Resolution each year, and 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 2011 RECYCLING TONNAGE GRANT. Remember, you are applying for a grant which is titled "2011 Recycling Tonnage Grant". Your town may pass its resolution in calendar year 2012, but you are still applying for a "2011 Recycling Tonnage Grant". NOTE: If your resolution was passed in calendar year 2011, it will be assumed that resolution was for the 2010 RECYCLING TONNAGE GRANT.

REA Tax Identification Statement: Please be advised that municipalities shall maintain, for an annual audit of registered municipal account, a bill or statement from your transporter or facility itemizing the tax as a separate line item.

There is no reimbursement and the tax identification statement is not a requirement to receive a Recycling Tonnage Grant. The tax identification statement is a tool which guarantees your Tonnage Grant will be no less than the tax paid.

Please be advised that municipalities shall maintain, for an annual audit of registered municipal account, a bill from your transporter or facility itemizing the tax as a separate item. Municipalities should

not calculate or estimate their tax based on weight receipts from a transporter or solid waste facility.

Your REA Tax ID Statement shall be attached to an email with your town name in the subject header. Include contact name with telephone number in the body of the email and send to REATAX@dep.state.nj.us.

REA Tax ID Statements are due by April 30th annually and will be processed separate from your Tonnage Report.

ALL EMAILS WILL BE PROCESSED IN THE ORDER THEY WERE RECEIVED, AND ALL EMAILS WILL RECEIVE A REPLY.

DUE TO THE HIGH VOLUME OF EMAILS RECEIVED, AN ACKNOWLEDGEMENT MAY TAKE UP TO 90 DAYS.

TONNAGE GRANT YEAR	2010 TONNAGE GRANT	2011 TONNAGE GRANT	2012 TONNAGE GRANT	2013 TONNAGE GRANT
REPORT DUE DATE	Your 2010 Tonnage Report is due April 30, 2011	Your 2011 Tonnage Report is due April 30, 2012	Your 2012 Tonnage Report is due April 30, 2013	Your 2013 Tonnage Report is due April 30, 2014
REA TAX STATEMENT	Your 2011 REA Tax Statement will be used to calculate your 2010 Tonnage Grant.	Your 2012 REA Tax Statement will be used to calculate your 2011 Tonnage Grant.	Your 2013 REA Tax Statement will be used to calculate your 2012 Tonnage Grant.	Your 2014 REA Tax Statement will be used to calculate your 2013 Tonnage Grant.
GRANT AWARDED FALL OF	Your 2010 Tonnage Grant will be paid in 2012	Your 2011 Tonnage Grant will be paid in 2013	Your 2012 Tonnage Grant will be paid in 2014	Your 2013 Tonnage Grant will be paid in 2015

The reason for this unusual circumstance is because in April of 2008, the REA tax became effective. When towns began submitting their 2008 Recycling Tonnage Reports (*in 2009*), they wanted to realize the benefit of the 2008 REA taxes paid immediately. Therefore, when I began processing the 2007 Tonnage Grants (*also in 2009*), I used the 2008 REA Tax Statements.

I am currently processing the 2010 TG based on your 2010 Recycling Report, and I will use your 2011 REA Tax later in 2012 to calculate your 2010 Tonnage Grant which you will receive later this calendar year.

The REA Tax ID Statement is NOT required to receive a Tonnage Grant. The Tax statement is simply a tool we use to guarantee that your Tonnage Grant is at least as much as the tax you paid. The REA Tax Statement also is used as an indicator to determine the success of your recycling program since successful programs result in Tonnage Grants greater than taxes paid.

Certified Recycling Professional Certification:

Beginning 2012, each municipality is required to have their Recycling Tonnage Report submitted by a Certified Recycling Professional (CRP). Towns may choose to share this service with neighboring towns. Currently, the certification process runs through the Office of Continuing Professional Education, Cook College, Rutgers University.

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

When a tonnage report is submitted by a CRP on behalf of another town, the CRP should identify the applicable municipality in the subject header and provide a contact name and phone number of the municipal recycling coordinator in the body of the email in the event questions arise.

Additional Tonnage Grant information:

Each applicant shall report all eligible materials recycled from the residential and commercial waste streams.

Eligible materials must be recycled; therefore, 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. 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.

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. The Excel file includes a single stream sort tool and a commingled sort tool for your convenience.

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, and your Excel file also includes a conversion tool for your added convenience.

Field Audit: In the event you are audited, acceptable documentation will include an official letter or report from the generator, transporter or end market. This documentation must state the type of material, the quantity and the final end market to which the material was sold.

In the case of leaves which are not composted at an NJDEP registered compost facility, a written statement from a receiving farmer must be maintained which details the amount of leaves collected, how they were recycled (i.e. mulched, composted, etc.) and the name and location 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 2011 reporting year will be awarded to municipalities and counties based on the amount of eligible, documented materials reported.

Material Values: 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 Program may pay a higher rate for the recycling of plastic containers than for concrete.

Local Ordinance: Pursuant to state law, each municipality shall 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.

File retention: All documentation is assumed to be part of the Excel data submitted via e-mail. The applicant must still obtain the appropriate documentation and retain it for five years in the event of a field review. Because you will be reporting electronically, there is no need to file any paper.

A scanned or faxed copy of your Excel file is not satisfactory as data can not be extracted from a facsimile or scan. Note: your email to the

program is your signature so the program does not require an actual hand written signature.

Municipalities 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).

If access to the records is denied, the tonnage in question will be disallowed.

Disqualification of claims:

Counties or municipalities may be required to repay some portion of the grant funds awarded if a subsequent desk or field audit 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.

Grant funds must be used solely for recycling activities; however, 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.

Material claims will be disallowed if -

The material, the market or the quantity is not clearly identified.

The material claimed is not eligible.
The tonnage claimed is not plausible.

ANALYSIS OF DATA & ADD-ONS

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 and posted on our website for review. The audit reports will no longer be distributed via postal service.

The 30 day desk audit report will specify the total tonnage documented for each material. Applicants will have an opportunity to review the program's findings and suggest any proposed amendments to the report within 30 days.

At this time, the 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 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 Reports and County Rate table will be prepared and made available on our web site, <http://www.nj.gov/dep/dshw/>.

Material Values:

The Act restricts the dollar amount of the tonnage grant monies to no more than \$10.00 per ton for any given material. The final dollar value per material cannot be determined until after the County Rate and Final Reports have been completed. Upon completion of the Final Reports and review of all REA disposal taxes are calculated. It is anticipated that the material values would be the following, though the Department reserves the right to further adjust these values:

\$5	\$2	\$1	\$0.50	\$0.10
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	24 Misc. Materials		
25 Other Glass	29 Textiles / Carpet		
26 Other Plastic			

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 *

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.

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 2007 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

Mixed Fiber – If you have documented mixed fiber you can use this formula to break out your tonnage into its paper components:

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

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

Single Stream Commingled - Single stream commingled refers to corrugated paper, office paper, newspaper, junk mail/other paper, glass, aluminum, steel and plastic containers. If you do not know how your single stream commingled tonnage is broken-down, you can use the following formula:

Your 80% paper will be made up of:

- .35 Corrugated
- .10 Office paper
- .30 Newspaper
- .25 Magazines/Junk mail

You still use the commingled formula for the 20% commingled which is:

- .70 Glass Containers
- .05 Aluminum Containers
- .10 Steel Containers
- .15 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 propane tanks and 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 - Ferrous / Iron / Steel- All ferrous scrap is magnetic and rusts such as structural steel or cast iron components.

10 - Non-Ferrous / Aluminum Scrap - All non-container aluminum, copper, zinc, brass and other metals, which generally do not rust and are not magnetic.

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 - 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 computers (including peripherals), TVs, DVDs, VCRs, radios, hi-fi stereo, home theater, handheld and software-based games as well as eBooks and 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, shrink wrap, 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, mattresses 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.