

**SCHOOL 2014 RECYCLING TONNAGE REPORT**  
**FOR: \_\_\_\_\_ MUNICIPALITY**

Section 1

Type or print the following information:

Name of School/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Grade Levels: \_\_\_\_\_

# Students/School Population: \_\_\_\_\_

**The submission of this report is required by law. DEADLINE: March 15, 2015**

Section 2

DEP ID #	Material	Size of Dumpster/ Container	Collection Frequency	Estimated Total Tons/Gallons
<b>Fill out <u>Mixed Fiber &amp; Commingled Containers</u> OR <u>Single Stream</u> – NOT BOTH!</b>				
01 - 04	<u>Mixed Fiber</u> (cardboard, office paper, books & newspaper)			
05- 08	<u>Commingled Containers</u> (glass, plastic, aluminum, metal & cartons)			
	<u>Single Stream</u> (Combined mixed fiber & commingled containers)			
09 & 10	Metal Scrap (steel, iron & aluminum)			
11	Appliances (refrigerators & air conditioners)			
18 & 19	Grass Clippings & Leaves			
12 & 16	Used motor oil & antifreeze			
21	Consumer Electronics (computers, copiers, printers, TV's & other electronic equipment)			
23	Food Waste/Cooking Grease			
24	Fluorescent Bulbs (Misc. Materials)			
24	Household Batteries (Misc. Materials)			
25	Other Glass			
26	Other Plastic			
29	Textiles (Carpet) (Clothing Drives)			

Recycling Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Important - See the reverse side of this form for information on completing it.**

MAIL, FAX OR EMAIL COMPLETED REPORT TO:

Sussex County Municipal Utilities Authority  
34 South Route 94  
Lafayette, New Jersey 07848  
Fax: 973-579-7819  
Email: [rcasapulla@scmua.org](mailto:rcasapulla@scmua.org)  
Attn: Reenee Casapulla

### Important Note

Each year, as required by the Sussex County Solid Waste Management Plan and the New Jersey Department of Environmental Protection (NJDEP) Recycling Regulations, NJAC 7:26A-10.3 (2009), all schools and institutions **must report the materials collected for recycling** from their premises. Every New Jersey municipality is required *by law* to file an annual report that documents the tonnage with NJDEP. To file this report, information is needed from all of the commercial and institutional establishments in town. This report also verifies that you are recycling and maintaining records of your recycling efforts as required.

### **Instructions for Completion of 2014 School/Institution Recycling Tonnage Report**

#### Section 1

Please type or print the municipality your school is located in, name of your school or institution, mailing address, all contact information, grade levels and population from January 1 - December 31, 2014.

#### Section 2

- The list of Recycling Materials are mandated, as well as commonly recycled materials. For each material listed report the size of the dumpster or final collection container, collection frequency (twice weekly, monthly, etc), and the *estimated total amount collected in 2014*.
- If your school has all the recycling collected in one dumpster, then fill in the Single Stream section, otherwise fill in the separate Mixed Fiber and Commingled Containers sections.
- If you do not know the weight in tons, you may list pounds, cubic yards, gallons, square yards for rugs, number of units for batteries, consumer electronics, fluorescent lights, etc. Be sure to print the unit of weight/measurement next to each item; for example, 7.5 tons, 25 gallons, 2 units.
- Complete the form by providing the name of your recycling company, company representative and contact information. **(Please Note: The contracted recycling company or municipal collector for your school can prepare the 2014 report, *though the school must obtain and submit the report to the SCMUA as required, no later than March 15, 2015.***)

The Sussex County Municipal Utilities Authority appreciates your assistance in completing the 2014 School/Institution Recycling Tonnage Report. The tonnage information provided by your school will benefit local municipalities, and the County of Sussex. This report will ensure that schools are complying with the mandatory recycling requirements of Sussex County and of the State of New Jersey.

#### Questions/Comments?

Please contact:

Reenee Casapulla, SCMUA Recycling Coordinator

Phone: 973-579-6998 Ext #107

Email: [rcasapulla@scmua.org](mailto:rcasapulla@scmua.org)