

Morris County, New Jersey

Solid Waste Management Plan Amendment

Response to the January 2006 New Jersey Department of Environmental Protection
Solid Waste Management and Sludge Management State Plan Update

March 2007

Municipal Recycling Coordinator Edition

Prepared for the
Morris County Board of Chosen Freeholders



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This document has been prepared as a condensed version of the entire Plan amendment adopted by Board of Chosen Freeholders on April 11, 2007. It has been prepared to address matters of primary interest to Morris County Municipal Recycling Coordinators. Note that sections contained in this document refer to sections in the full Plan amendment. The sections have been rearranged to help prioritize the efforts and responsibilities of the Municipal Recycling Coordinator. Entire sections and portions of other sections have been omitted. The full Plan amendment is available for viewing on the MCMUA’s website at:

http://www.mcmua.com/SWMP/A_MCSWMPUpdate_March2007_0_A_TitlePage.htm

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Introduction

The last comprehensive update to the recycling components of the Morris County Solid Waste Management Plan was performed in February 1993. Fourteen years later, this current update attempts to improve Morris County's recycling efforts by reinvigorating recycling and "getting back to basics." This is in accordance with and required by the New Jersey's recent revision to its own recycling plan as formulated by the New Jersey Department of Environmental Protection (NJDEP).

The 1987 Statewide Mandatory Source Separation and Recycling Act (Recycling Act) brought widespread recycling to New Jersey and remains the foundation of today's recycling programs. A good deal of what was provided in that Act, now referred to as N.J.S.A. 13:1E-99 et seq., needs to be relearned and implemented. This Plan amendment attempts to revitalize some of those forgotten statutes to help ensure recycling in Morris County is implemented as intended by State law. For reference, some of the text in the Recycling Act has been copied in this Plan verbatim and is provided along with an interpretation of how those statutes will be implemented in Morris County and what that means for you, the municipal recycling coordinator, and your municipality.

This county Plan seeks additional municipal recycling coordinator efforts in each town in the form of 1) additional out-reach to large generators (schools, multi-family complexes and large businesses) to ensure that these generators have complete recycling programs in place; 2) additional education to all sectors of generators including all residential units whether single or multifamily and the commercial and institutional sectors; 3) additional annual reporting the MCMUA on your municipal recycling program in addition to the annual tonnage report required by the NJDEP. The MCMUA staff will assist with communication and education by holding meetings with specific target groups of generators, condominium complexes, for example.

Further, this Plan amendment seeks new and improved enforcement efforts by Morris County as well as the municipalities to address situations where complete recycling programs are not in place. The Plan amendment requires each municipality to designate a municipal recycling enforcement coordinator. This person may or may not be the municipal recycling coordinator and may or may not be the person to issue penalties against violators. It will be up to the municipality to determine who is best suited for this role to act as the point of contact to coordinate recycling enforcement in the municipality. It will be the primary responsibility of the municipality to ensure generators are recycling in the town while the Morris County Office of Health Management will focus its enforcement on the regulated community which includes solid waste and recycling facilities and haulers.

In an effort to bring some consistency to the recycling terminology used throughout Morris County, the list of materials mandated to be source separated and recycled has been slightly revised. Definitions have been added to the list of materials and some of the names of the categories have been revised. Please read this section carefully and note the differences. This list will be incorporated into your municipal ordinance with the definitions provided. Apart from the removal of asphalt roofing shingles as a mandated material, no other materials have been deleted and no new materials have been added.

A category called "Additional Materials" has been incorporated into the Plan. It is intended that these materials may become the next materials to become mandated for recycling in future Plan amendments once the markets are fully established and once municipalities have incorporated outlets for these materials into their programs.

Each town's municipal recycling ordinance will need to be updated once this Plan amendment has been certified by the NJDEP. The NJDEP has up to six (6) months to certify each county Plan amendment. Since the Plan amendment was submitted to the NJDEP in May, it is anticipated that certification will be received no later than November 2007. You and your municipality will be notified when certification has been received from the NJDEP. From the point of certification, each town will have six (6) months to submit a copy of its updated municipal recycling ordinance to the MCMUA. The MCMUA will then submit all of the updated municipal ordinances to the State as required by the NJDEP.

Note:

In this document, where text appears in bold-faced brackets [thus], it has been added to this document and did not appear there in the original Plan amendment. The purpose of adding this text is to provide an explanation of a term which was provided in a section of the original Plan amendment which is not included here.

9. Municipal Responsibilities

In order to insure the achievement of the MSW Recycling Goal [the goal of recycling at least 50% of the total municipal solid waste stream, also referred to as “50% Recycling Goal”] in each municipality, and in order to meet the requirements as set forth in N.J.S.A. 13:1E-99.16, the mandated municipal responsibilities are identified below:

Note: Text in italics is taken directly from the statute N.J.S.A. 13:1E-99.16, in some cases, verbatim.

9.1. Designate a Municipal Recycling Coordinator (MRC): *Each municipality shall designate one or more persons as the municipal recycling coordinator (MRC) to oversee the recycling activities of the municipality, maintain and compile recycling information for submittal to the state and county and act as an informational base for municipal residents, businesses and officials. If for any reason, there becomes a vacancy in this position and/or the MRC is not available to perform his or her duties, the municipality shall, within two weeks, designate a new or acting MRC, so that the period of time of vacancy does not exceed two weeks. If a town fails to designate an MRC, the county shall assume that the municipal administrator or manager will be the acting coordinator until one is designated.*

Further, as required by this Plan Amendment, the MRC shall ensure that the action items of the Municipal Recycling Program, as outlined in this section, are carried out, on a regular basis, if so indicated.

9.2. Establish and Implement a Municipal Recycling Program (MRP): *Each municipality shall establish and implement a municipal recycling program (MRP) in accordance with the requirements as set forth in N.J.S.A. 13:1E-99.16 and in accordance with this Plan Amendment as follows:*

- (a) Provide for a Collection System (13:1E-99.16.6.a.): *Each municipality shall provide for a collection system for the recycling of the recyclable materials designated in this Plan in those instances where a recycling collection system is not otherwise provided for by the generator or by the county, interlocal service agreement or joint service program, or other private or public recycling program operator.*
- (b) Adopt a Recycling Ordinance (13:1E-99.16.6.b.): *Within six months from the date of NJDEP approval of this Plan Amendment, the governing body of each municipality shall adopt an update to its recycling ordinance. This ordinance shall require persons generating municipal solid waste within its municipal boundaries to source separate from the municipal solid waste stream, in addition to leaves, the specified recyclable materials for which markets have been secured and, unless recycling is otherwise provided for by the generator, place these specified recyclable materials for collection in the manner provided by the ordinance. The list of specified recyclable materials shall include at a minimum the county list of designated materials mandated to be source separated and recycled along with their respective definitions as written in Table 8.*

The revised ordinance shall also include a provision whereby the municipality accepts the MSW Recycling Goal as a level of recycling to be achieved by 2015. The municipal ordinance shall include enforcement policies; these policies are set forth in this Plan under the Enforcement Program section. Finally, the municipality must provide the district

recycling coordinator with a certified copy of the its recycling ordinance as soon as it is amended, which shall be within 6 months from the date of NJDEP approval of this Plan Amendment.

The NJDEP has created a Model Municipal Source Separation and Recycling Ordinance that may be of use to a municipality in updating its ordinance. It can be found on the NJDEP website at: http://www.state.nj.us/dep/dshw/recycling/whatsnew/model_waste_ordinance.pdf

Further, along with the recycling ordinance, the municipality shall provide a copy of the ordinance pertaining to multifamily subdivision approval by the planning board according to N.J.S.A.13:1E.99-13a. to the MCMUA. N.J.S.A.13:1E.99-13a. "Adoption of model ordinance on recycling in multifamily housing" states:

"13:1E-99.13a .

2. The Commissioner of Environmental Protection, in cooperation with the Commissioner of Community Affairs, shall, within 90 days of the effective date of this act, adopt a model ordinance requiring approval by the planning board of either subdivisions or site plans, or both, pursuant to paragraph (15) of subsection b. of section 29 of P.L. 1975, c.291 (C.40:55D-38), as provided herein. The department shall submit the model ordinance to the Legislature for review upon its adoption. A municipality shall adopt an ordinance which is substantially similar to the model ordinance within 12 months of the adoption of the model ordinance. The model ordinance shall set forth standards governing the inclusion, in all new multifamily housing developments which require subdivision or site plan approval, of collection or storage facilities which allow for the source separation of all recyclable materials required by the district recycling plan adopted pursuant to section 3 of P.L. 1987, c.102 (C.13:1E-99.13). For the purposes of this section, 'multifamily housing' shall mean housing in which three or more units of dwelling space are occupied, or are intended to be occupied, by three or more persons who live independently of one another."

N.J.S.A. 13:1E-99.13a. was adopted in 1993 and by 1994 or 1995, each municipality was to have adopted an ordinance, substantially similar to the model ordinance adopted by the NJDEP and the DCA, requiring approval of planning boards for multifamily housing developments of 3 or more units that require subdivision or site plan approval. This ordinance sets forth standards governing the inclusion of collection or storage facilities that allow for the source separation of all mandated/designated recyclable materials. A copy of this model ordinance is included in Appendix F.

Each municipality is required to provide a copy of this multifamily housing development recycling ordinance, in addition to the updated municipal recycling ordinance, within 6 months of the certification of this Plan Amendment by the Department.

- (c) Review and Revise Master Plan (13:1E-99.16.6.c.): *The governing body of each municipality shall, at least once every 36 months, conduct a review and make necessary revisions to the master plan and development regulations adopted pursuant to P.L. 1975, c.291 (C.40:55D-1 et seq.), which revisions shall reflect changes in federal, State, county*

and municipal laws, policies and objectives concerning the collection, disposition and recycling of designated recyclable materials.

The revised master plan shall include provisions for the collection, disposition and recycling of recyclable materials designated in the municipal recycling ordinance adopted pursuant to subsection b. of this section, and for the collection, disposition and recycling of designated recyclable materials within any development proposal for the construction of 50 or more units of single-family residential housing or 25 or more units of multifamily residential housing and any commercial or industrial development proposal for the utilization of 1,000 square feet or more of land.

Further, N.J.S.A. 40:55D-38.29. states:

29. Contents of ordinance. An ordinance requiring approval by the planning board of either subdivisions or site plans or both, shall include the following:

b. Provisions ensuring:

(9) Conformity with a municipal recycling ordinance required pursuant to section 6 of P.L. 1987, c.102 (C.13:1E-99.16).

Within 6 months from the date of NJDEP approval of this Plan Amendment, the municipality shall submit to the MCMUA a copy of the section of the municipal master plan that includes provisions for "the collection, disposition and recycling of designated recyclable materials within any development proposal for the construction of 50 or more units of single-family residential housing or 25 or more units of multifamily residential housing and any commercial or industrial development proposal for the utilization of 1,000 square feet or more of land." Along with a copy of the provisions in the master plan, the municipality shall submit to the MCMUA a copy of the process used by the municipal planning board or other appropriate municipal department to determine that provisions for the collection, disposition and recycling of designated recyclable materials in the above listed development proposals have met the municipality's requirements. This process shall include approval by the municipal recycling coordinator to ensure that adequate provisions have been made for all mandated recyclable materials.

- (d) May Allow for Exemptions (13:1E-99.16.6.d.): *The governing body of a municipality may exempt persons occupying commercial and institutional premises within its municipal boundaries from the source separation requirements of the ordinance adopted pursuant to subsection b. of this section if those persons have otherwise provided for the recycling of the recyclable materials designated in the district recycling plan from solid waste generated at those premises. To be eligible for an exemption pursuant to this subsection, a commercial or institutional solid waste generator annually shall provide written documentation to the municipality of the total number of tons recycled.*

In its 1993 Plan Amendment, Morris County provided guidelines to municipalities to assess the granting of exemptions, in accordance with N.J.S.A. 13:1E-99.16.6.d., for commercial and institutional establishments from the source separation requirements of the respective municipal ordinance. These guidelines remain unchanged and are posted on the MCMUA website at: www.MCMUA.com/recycling/ExemptionFromSourceSeparation.htm. As of the writing of this Plan Amendment, no Morris County municipality has granted an exemption according to this provision in the statute. Further, as of the writing of this Plan Amendment, Morris County is unaware of any facility in New Jersey capable of and processing mixed waste to extract recyclables to justify the granting of such an exemption.

- (e) Submit Recycling Tonnage Report (13:1E-99.16.6.e.): *The governing body of each municipality shall, on or before July 1 of each year, submit a recycling tonnage report to the New Jersey Office of Recycling in accordance with rules and regulations adopted by the department therefore.*

The governing body of each municipal shall also provide a copy of this recycling tonnage report to the district recycling coordinator. Additionally, along with the recycling tonnage report, a copy of the required annual notifications to generators (to be explained further in subsection f) of this section), and the recycling and solid waste program report (to be explained further in subsection i) of this section) are required to be submitted. All of these documents must be submitted annually to the district recycling coordinator on or before the deadline for submittal of recycling tonnage reports to the NJDEP.

- (f) Notify Generators of Recycling Opportunities and Requirements (13:1E-99.16.6.f.): *The governing body of each municipality shall at least once every six months notify all persons occupying residential, commercial, and institutional premises within its municipal boundaries of local recycling opportunities, and the source separation requirements of the ordinance. In order to fulfill the notification requirements of this subsection, the governing body of a municipality may, in its discretion, place an advertisement in a newspaper circulating in the municipality, post a notice in public places where public notices are customarily posted, include a notice with other official notifications periodically mailed to residential taxpayers, or any combination thereof, as the municipality deems necessary and appropriate.*

Further, as required by this Plan Amendment, at least one notification each year shall be a direct mailing to each individual unit including all single and multifamily residential units, commercial units and institutional units.

At a minimum, this notification will include information on each and every mandated material, and those materials which are strongly recommended to be recycled describing what each material is, examples of unacceptable material, material preparation requirements and outlets for collection or drop off. Information on the proper disposal of household hazardous waste must also be included. It is strongly recommended that the recycling notification be its own document and not be contained as a section of municipal newsletter or calendar that may contain other municipal news not relevant to recycling. As an example, some towns rely on a calendar publishing company to include recycling information on the last page of the calendar. In this case, some generators may never see the recycling information. The calendar publication may be best used in addition to a separate recycling notice. Municipalities are encouraged to issue recycling information more than once each year and through different venues. Copies of these notifications shall be provided to the district recycling coordinator each year. This county notification requirement will be explained further in the subsection g) of this section.

In addition to the annual notification, each municipality shall include on its website, at a minimum, all of the information included in its notification.

Municipal recycling coordinators (or their designee) shall be available to respond to questions from any generators located within the municipality and shall be prepared to assist any generator with compliance with this Plan. It will be the responsibility of the municipality to ensure that the municipal recycling coordinator has the background and the

knowledge of the recyclable materials and the markets/outlets in order to properly assist generators within its borders. It is highly recommended that each municipal recycling coordinator become educated in the field by attending and completing the New Jersey Recycling Certification Series offered by the Cook College Office of Continuing Professional Education or other similar courses offered. Upon completion of the Recycling Certification Series, the attendee earns the title of Certified Recycling Professional. It is also highly recommended that each municipal recycling coordinator attend the quarterly municipal recycling coordinators meetings hosted by the MCMUA and that new municipal recycling coordinators contact the MCMUA to schedule a recycling coordinator orientation meeting. Additionally, a new and valuable resource available to municipal recycling coordinators is *The Recycling Coordinator's Primer*, available on the Association of New Jersey Recyclers' website www.anjr.com. All municipal recycling coordinators are strongly encouraged to join the Association of New Jersey Recyclers in order to stay informed regarding recycling issues affecting the state, Morris County and their municipality.

- (g) Recycling Status Reports for Generators and Site Visit Reports: As required by this Plan Amendment, each municipal recycling coordinator shall obtain, on a regular basis to be determined by the MCMUA, a recycling status report from each of the generators located within their municipal borders which fall into specific categories to be defined by the MCMUA. Types of generator categories to be specified may include, but will not be limited to schools, colleges, universities, multifamily complexes, businesses, especially business campuses, retail shopping centers, hotels/motels and hospitals. A sample blank recycling status report created for multifamily housing complexes is attached in Appendix G. This sample recycling status report is subject to change and is provided to give an idea of the types of information necessary to complete a recycling status report. A recycling status report for each category of generator will be developed by the MCMUA and made available to municipal recycling coordinators.

After obtaining recycling status reports from specified generators, municipal recycling coordinators will be required to visit the sites of certain specified generators in order to ascertain that the information provided on the recycling status reports is accurate and that the provisions of the recycling program at the site are satisfactory. A separate site visit report form will be prepared by the MCMUA and made available to municipal recycling coordinators to provide the generator with an evaluation on the program. If the site visit report reveals deficiencies, the generator will need to take action to correct them.

A key component of a recycling status report is the attachment by the generator of the recycling notice provided to the generator's residents or employees. All persons who are either part of a multifamily complex or a business or a school need to be notified, at least annually, of their recycling responsibilities. While a municipal recycling coordinator is required to notify all persons occupying residents, commercial or institutional premises on an annual basis, it is recognized that multifamily, commercial and institutions need to have information customized to their specific in-house recycling programs. The county therefore leaves the determination of who will produce and distribute the information up to the municipal recycling coordinator and each generator. Regardless of who produces and distributes the educational information, a copy of each generator's information must be attached to the recycling status report.

Specifically for schools, the MCMUA will work toward establishing a list of school recycling coordinators so that each school has one person who is the designated point of contact regarding recycling matters. This will hopefully facilitate communication with the schools, since past experience has shown that various types of school personnel are involved with recycling including students, teachers, administrators and custodial staff.

(h) Multifamily Complex Reimbursement for Recycling Collection Services: N.J.S.A. 40:67-23.3 and N.J.S.A. 40:66-1.3, pertain to the provision of or reimbursement for certain municipal services to condominium and apartment complexes, respectively. To the extent that reimbursement is provided by a municipality, it is advised that prior to any reimbursement being issued, the municipality ensures that recycling is taking place in the complex in a manner that complies with the municipal recycling ordinances, and that all mandated recyclable materials are being kept source separated from other solid waste. The municipality should verify a satisfactory level of recycling compliance each and every year, prior to issuing reimbursement to each complex.

(i) Municipal Recycling and Solid Waste Program Report

As stated above, in its revised recycling ordinance, each municipality must accept the MSW Recycling Goal. Each municipality shall annually submit a report to the district recycling coordinator to describe the recycling programs currently in place, especially with respect to the mandated materials and the recommended materials to be recycled, and any new programs it plans to implement in order to increase recycling. The report shall state the amount of additional recycling tonnage needed to achieve the MSW Recycling Goal and provide an explanation of the means to achieve these additional tonnages. The report will be in the form of a questionnaire and will be provided by the MCMUA. The report will include a detailed description of the recycling programs established at all municipal buildings and grounds including parks and athletic fields.

4. Source Separation

As defined in N.J.S.A. 13:1E-99.12. Definitions, the terms "source separation" or "source separated" means "the process by which materials are separated at the point of generation by the generator thereof from solid waste for the purposes of recycling." Morris County reaffirms that "source separation" is the primary method of separating the recyclable waste stream from the solid waste stream for the following reasons:

- Source separation is mandated by law under the New Jersey Source Separation and Recycling Act (N.J.S.A 13:1e-99 et. seq.). In support of this law, the MCMUA favors a consistent source separation policy throughout the residential, commercial and institutional sectors.
- Source separation promotes the removal of all designated recyclable materials from the waste stream and, therefore, helps in achieving high reduction rates.
- Source separation promotes clean, marketable materials by limiting levels of contamination. Contamination undermines long-term marketability of recyclable materials.
- Source separation enables the recycler at the source to receive the economic benefits of cost avoidance by not disposing of recyclable materials as solid waste as well as enabling the recycler to receive revenue by the sale of the recyclable material.
- Source separation fosters a free market, independent of the solid waste collection and disposal system. This reduces the need for burdensome regulations and costly enforcement.
- Proper documentation is difficult, if not impossible, when recyclables are mixed with solid waste.
- Source separation fosters competition among recycling companies, thereby keeping costs low and quality of services high.
- Source separation encourages a thought process for each individual recycler that solid waste disposal is every person's responsibility. This can foster further source reduction and recycling activities at work, home and school.

5. Materials Mandated to be Source Separated and Recycled

Morris County has designated a list of materials that are mandated to be source separated and recycled. This means that all of the materials as defined in the list that are generated within Morris County's borders by any and all generators, must be kept separate from solid waste (garbage) at the point when and where it is generated, and then the materials must be recycled. At no time are these mandated materials to be mixed with solid waste. These materials are therefore banned from the county's disposal system which currently includes two transfer stations and out-of-state landfills.

A generator is any one who generates the material. Some examples of generators are residents in single and multifamily homes (apartments and condominium complexes), employees at businesses, teachers and students in schools, occupants of hotels, shoppers in malls, etc. In the case of a multigenerator building, (i.e., apartment building, office complex, hotel, etc.), the generator, building owner and the building management shall all be responsible for compliance with county and municipally mandated material source separation requirements. The building owner and the building management shall be considered generators in this case.

The county will mandate materials to be recycled only if recycling markets are available for those materials. Markets are currently available for all of the materials designated in this Plan Amendment and therefore are mandated effective immediately upon the certification of Plan Amendment. If market demand disappears for any of these materials, the county may elect to delete those materials from the mandated list. Likewise, additional materials may be added as recycling markets develop and expand.

According to N.J.S.A. 13:1E-99.14 Contracts for recycling services:

"a. Each county shall, within six months of the adoption and approval by the department of the district recycling plan required pursuant to section 3 of this amendatory and supplementary act, solicit proposals from, review the qualifications of, and enter into contracts or agreements on behalf of municipalities with persons providing recycling services or operating recycling centers for the collection, storage, processing, and disposition of recyclable materials designated in the district recycling plan in those instances where these services are not otherwise provided by the municipality, interlocal service agreement or joint service program, or other private or public recycling program operator."

Further, according to N.J.S.A. 13:1E-99.16.6.a., "Each municipality shall provide for a collection system for the recycling of the recyclable materials designated in this Plan in those instances where a recycling collection system is not otherwise provided for by the generator or by the county, interlocal service agreement or joint service program, or other private or public recycling program operator."

The list of county mandated materials represents the minimum requirements for residential, business and institutions in Morris County. Individual municipalities may mandate additional materials.

Table 8 contains the new list of mandated recyclable materials for Morris County. This list will supersede the list of mandated recyclable materials in the February 1993 Morris County Solid Waste Plan Update. The materials in Table 8 are mandated to be source separated and recycled at the point of generation by any and all generators within Morris County. The only exception on the list is that whole tires may, in addition to being recycled, be incinerated for energy recovery.

These materials, as named, along with their definitions, shall be included verbatim in each municipal ordinance. This list of materials and their definitions will replace the existing list of materials. Any additional materials which a municipality mandates to be source separated and recycled will remain unaffected. The purpose of the requirement to include the materials, as named, and their definitions verbatim is to create consistency throughout the county.

Table 8



Materials Mandated to be Source Separated and Recycled Morris County, New Jersey	
Aluminum Cans	Cans made from aluminum that was manufactured to hold a serving of a beverage. Specifically omitted from this definition are aluminum foil and aluminum pie plates.
Glass Bottles and Jars	Bottles and jars made from glass including clear, brown and green glass. A bottle is defined as a receptacle having a narrow neck and a mouth that can be corked or capped. A jar is defined as a wide mouthed container that can be capped. Caps and lids not included. Specifically omitted from this definition are drinking glasses, windows, mirrors, light bulbs, and anything made of Pyrex® or ceramic.
Plastic Bottles (coded 1 and 2)  PETE  HDPE	Plastic bottles coded to indicate that they are comprised of the specific types of plastic compounds (polymers) known as polyethylene terephthalate (PETE) or high density polyethylene (HDPE). See symbols to the left. A bottle is defined as a receptacle having a narrow neck and a mouth that can be corked or capped. Caps and lids not included. Any item made of plastic that is not a bottle, and any plastic bottle without one of the symbols shown to the left is specifically omitted from this definition.
Steel (Tin) Cans	An air-tight container for the distribution or storage of goods, composed of thin, usually ferrous, metal. Examples are soup cans and tuna fish cans.
Newspaper	A publication containing news, information and advertising, usually printed on low-cost paper called newsprint. Newspaper may include glossy inserts which come with the paper, dependent upon the market conditions at the time.
Corrugated Cardboard	Shipping containers made with kraft paper linerboard and corrugated medium.
Mixed Paper	Various categories of recyclable paper including, but not limited to white and colored paper used in printers, photocopiers and fax machines, white and colored ledger paper, carbonless copy paper, construction paper, undeliverable mail, mailed promotional letters/advertisements/circulars, magazines, catalogues, envelopes, soft cover books.
Leaves	Vegetative material, typically generated in the autumn when they fall from trees and then are raked from residents' and/or commercial lawns.
Grass Clippings	Vegetative material generated when grass (lawns) are cut.
Brush	Branches, woody plants and other similar vegetative material. Leaves and grass do not constitute brush.
Natural Wood Waste	Logs, stumps, branches and other wood tree parts. Dimensional lumber is omitted from inclusion in this definition.
Oil-Contaminated Soil	Non-hazardous soil that contains petroleum hydrocarbons (gasoline, diesel, kerosene, jet fuel, #4 & #6 heating oils and certain other refinery products including coal tar). This type of soil shall be determined to be non-hazardous in accordance with the standards set forth in N.J.A.C. 7:26.
Used Motor Oil	Motor oil from motor vehicles, lawn mowers, boats, etc., which has served its intended useful purpose.
Lead-Acid Batteries	Storage batteries in which the electrodes are grids of lead containing lead oxides that change in composition during charging and discharging, and the electrolyte is dilute sulfuric acid. These include starting batteries such as car batteries that deliver a short burst of high power to start the engine. In addition, they may include deep cell batteries found on boats or campers used to power accessories like trolling motors, winches or lights.

Table 8 (continued)

Materials Mandated to be Source Separated and Recycled Morris County, New Jersey (continued)	
Hazardous Dry Cell Batteries	Rechargeable batteries, such as nickel-cadmium, nickel-iron, nickel metal hydride, lithium ion, small sealed lead acid, etc. These are often used as substitutes for non-rechargeable batteries in standard sizes such as AAA, AA, C, D and 9V. Rechargeable batteries are commonly found in cordless tools, cellular and cordless phones, laptop computers, cameras, remote controls, toys, etc. Also included in this definition are non-rechargeable batteries that are hazardous as defined by the Resource Conservation Recovery Act ("RCRA"), regardless of the RCRA exclusion of household waste from the definition of hazardous waste pursuant to 40 C.F.R. 261.4(b). Non-rechargeable, hazardous batteries include older alkaline and carbon zinc batteries as well as silver oxide, mercury and magnesium button-type batteries, etc. It should be noted that domestically manufactured alkaline and carbon zinc non-rechargeable batteries made after circa 1994 eliminated mercury content to the point that they should not be considered RCRA hazardous and therefore are not included in this material category.
Metal Appliances	Appliances composed predominantly of metal, and may include stoves, washing machines and dryers, for example, if the appliance is predominantly metal. Also included are air conditioners, refrigerators and dehumidifiers if they are predominantly metal. If these appliances on the latter list contain refrigerants that are prohibited by the Clean Air Act from being knowingly vented, the refrigerant must be recovered accordingly.
Whole Tires*	Tires that are whole, not chipped into small pieces. *Tires are allowed to be recycled and/or incinerated for energy recovery.

The following section explains the changes made to each of the material categories, if any, since the 1993 Plan Amendment.

Newspaper - There is no change to the source separation requirement for Newspaper. This material remains mandatory for all generators to source separate and recycle.

Corrugated Cardboard - In the 1993 Plan Amendment, this material was referred to as "Corrugated." The term Corrugated Cardboard better explains type of material defined. There is no change to the source separation requirement for Corrugated Cardboard. It continues to be mandatory for all generators to source separate and recycle this material.

Mixed Paper - There is no change to the source separation requirement for Mixed Paper. It continues to be mandatory for all generators to source separate and recycle this material.

Aluminum Cans - In the 1993 Plan Amendment, this material was referred to as "Aluminum," and the intent was that it meant Aluminum Cans. The word "Cans" has been added to clarify the intent. Aluminum foil and aluminum pie plates are not included in this material. Otherwise, there is no change to the source separation requirement for Aluminum Cans. It continues to be mandatory for all generators to source separate and recycle this material.

Plastic Bottles coded 1 and 2 - In the 1993 Plan Amendment, this material was referred to as "Plastic Containers." It has since been learned that markets exist primarily for PETE (Polyethylene Terephthalate) and HDPE (High Density Polyethylene) plastic bottles (coded number 1 and number 2, respectively). See the symbols that follow. The word "Containers" has been replaced with the phrase "Bottles coded 1 and 2" to clarify that only bottles with the codes 1 and 2 as shown below are included in this material category, and other plastic bottles and containers are not. A bottle is defined as a receptacle having a narrow neck and a mouth that can be corked or capped. Otherwise, there is no change to the source separation requirement for Plastic Bottles coded 1 and 2. It continues to be mandatory for all generators to source separate and recycle this material.



Polyethylene Terephthalate: PETE



High Density Polyethylene: HDPE

Glass Bottles and Jars - In the 1993 Plan Amendment, this material was referred to as "Glass Containers," and the intent was that meant Glass Bottles and Jars. The phrase "Bottles and Jars" has been added to clarify the intent. For example, drinking glasses and Pyrex® containers are not included in this material. Otherwise, there is no change to the source separation requirement for Glass Bottles and Jars. It continues to be mandatory for all generators to source separate and recycle this material.

Steel Cans - In the 1993 Plan Amendment, this material was referred to as "Ferrous Containers." It is now felt that a more recognizable term to describe this material is Steel Cans. Otherwise, there is no change to the source separation requirement for Steel Cans. It continues to be mandatory for all generators to source separate and recycle this material.

Leaves - In the 1993 Plan Amendment, this material was referred to as "Yard Waste." Leaves has been included as a separate item, in lieu of the broader term "Yard Waste," in order to differentiate between leaves and other organic material that is generated outdoors. Otherwise, there is no change to the source separation requirement for Leaves. It continues to be mandatory for all generators to source separate and recycle this material.

Grass - In the 1993 Plan Amendment, this material was referred to as "Yard Waste." Grass has been included as a separate item, in lieu of the broader term "Yard Waste," in order to differentiate between grass and other organic material that is generated outdoors. Otherwise, there is no change to the source separation requirement for Grass. It continues to be mandatory for all generators to source separate and recycle this material.

Brush - In the 1993 Plan Amendment, this material was referred to as "Yard Waste." Brush has been included as a separate item, in lieu of the broader term "Yard Waste," in order to differentiate between brush and other organic material that is generated outdoors. Otherwise, there is no change to the source separation requirement for Brush. It continues to be mandatory for all generators to source separate and recycle this material.

Lead-Acid Batteries - In the 1993 Plan Amendment, this material was referred to as "Vehicular Batteries." The term Lead-Acid Batteries better explains type of material defined. Otherwise, there is no change to the source separation requirement for Lead-Acid Batteries. It continues to be mandatory for all generators to source separate and recycle this material.

Metal Appliances - In the 1993 Plan Amendment, this material was referred to as "White Goods." It is now felt that a more recognizable term to describe this material is Metal Appliances. Otherwise, there is no change to the source separation requirement for Metal Appliances. It continues to be mandatory for all generators to source separate and recycle this material.

Used Motor Oil - In the 1993 Plan Amendment, this material was referred to as "Motor Oil." The term was changed slightly to Used Motor Oil to more clearly indicate that this is motor oil which has been used. Otherwise, there is no change to the source separation requirement for Used Motor Oil. It continues to be mandatory for all generators to source separate and recycle this material.

Oil Contaminated Soil – There is no change to the source separation requirement for Oil-Contaminated Soil. It continues to be mandatory for all generators to source separate and recycle this material.

Natural Wood Waste - In the 1993 Plan Amendment, this material was referred to as "Stumps," and the remarks indicated that the term Stumps included "logs, branches, natural wood waste." A more inclusive term to describe this material is Natural Wood Waste, which includes stumps logs and branches and other wood tree parts. Otherwise, there is no change to the source separation requirement for Natural Wood Waste. It continues to be mandatory for all generators to source separate and recycle this material.

Hazardous Dry Cell Batteries - In the 1993 Plan Amendment, this material was referred to as "Household Batteries." The term Hazardous Dry Cell Batteries better explains the material defined. This category has been modified slightly and now allows non-hazardous dry cell batteries to be disposed as MSW. Circa 1994, most non-rechargeable dry cell batteries became non-hazardous when the battery industry removed most of the mercury contained in the dry cell. If the industry continues to change the formulation of dry cell batteries, rechargeable and/or non-rechargeable, the determination of whether or not the battery must be source separated and recycled is based on whether or not it is hazardous.

Whole Tires - In the 1993 Plan Amendment, this material was referred to as "Tires." The category is now renamed Whole Tires to differentiate between whole tires and chipped tires. Chipped tires are excluded from this definition. Another change with this Plan Amendment regarding whole tires is that whole tires are allowed to be incinerated for energy recovery. Whole Tires are not acceptable at the transfer station for disposal since whole tires are not allowed for disposal at landfills, due to the fact that they tend to resurface after having been buried. Whole Tires are, however, allowed to be incinerated for energy recovery (waste-to-energy) or as a tire-derived fuel (TDF). Waste-to-energy is considered by the NJDEP to a "beneficial use." The category "beneficial use" is a separate and distinct waste handling method from recycling and is therefore not considered to be recycling. Therefore, Whole Tires are an exception on this list of designated materials in that all of the materials on this list must be recycled. Whole Tires must either be recycled or incinerated for energy recovery as a beneficial use.

6. Additional Materials

The materials listed in this section are not mandated to be source separated and recycled; however, Morris County strongly recommends that municipalities include these materials in their municipal waste management programs in order to provide generators of these materials with the proper waste management outlet. This category of "additional" materials was created for several reasons:

- 1) Some of the materials on the list may not necessarily be recycled. For example toner cartridges and cell phones often get reused instead of recycled. Electronics, fluorescent light bulbs and mercury containing devices may get recycled when managed as universal wastes, but may also be disposed of when managed as RCRA hazardous wastes.
- 2) While markets currently exist for these materials, some of the markets are new as is the case for cell phones and electronics. New markets need time to prove that they are stable and will be in place for the long term.
- 3) In the case of scrap metal and textiles, the material categories are difficult to define and would therefore be difficult to enforce.

The county will consider adding these materials on a case-by-case basis after there has been sufficient time for the materials to be included in municipal programs as a result of this recommendation, the markets have proven to be stable and definitions have been created for the material categories.

Table 9
Additional Materials
Recommended to be Included in Municipal
Waste Management Programs

Material
Scrap Metal
Textiles
Appliances Containing Refrigerants
Cell Phones
Electronics
Devices Containing Mercury
Toner Cartridges
Fluorescent Light Bulbs
Christmas Trees
Concrete
Asphalt

Scrap Metal - This material category is very wide reaching and therefore is difficult to define. Some items are made of metal, but also contain parts made of non-metal materials; therefore, enforcing the recycling of this material category, would prove difficult. In the Morris County area, there are 11 scrap metal dealers whose names are listed below:

All Grades Removal Service, Hopatcong
Bob Long, Rockaway
Cipollini Carting & Recycling, Morristown
Conca and Maviglia Inc., Dover
Fred M. Reis Metals Co. LLC, Pine Brook
George's Salvage Co. Inc., Newton

Hi-Temp Specialty Metals Inc, Mendham
Monaco, Frank M., Florham Park
Raimo of Stanhope Inc., Stanhope
Rockaway Recycling, Rockaway
V & V Recycling Inc., Montville.

If a municipality were to collect scrap metal from residents and/or businesses and were to contract with one of these scrap metal dealers to accept the material for recycling, the category would be defined by what the individual market will accept.

According to a survey of the 39 Morris County municipalities done by the MCMUA staff in 2001, 15 of 27 municipalities that have recycling center/depots offer some type of scrap metal recycling to their residents. Further, 31 of the 36 municipalities that responded to the survey offered some type of scrap metal collection, most of which included collection of metal appliances.

Recommendation for Scrap Metal - Morris County strongly recommends that each municipality examine its recycling program with respect to scrap metal collection beyond appliances (or what was formerly referred to as "White Goods"). Special attention needs to be paid to collection of other scrap metal items. Many scrap metal dealers and the MCMUA offer roll-off containers and transportation service to municipalities for scrap metal collection at their recycling center/depots.

Textiles - This includes clothing, drapes, fabric, shoes, belts, leather goods, lace. Clothing bins are currently provided in various locations in many municipalities.

Recommendation for Textiles - Many markets currently exist for the recycling of textiles. The MCMUA recommends that each municipality ensure that one or more convenient outlets exist within the municipal borders where residents may deposit their textiles. Many markets currently provide clothing bins into which residents may deposit bags of textiles. The markets often provide the transportation for the material and in some cases may even provide payment to the municipality for the material.

Appliances Containing Refrigerants - It has been noted that residents in some municipalities do not readily have access to refrigerant removal services. If a resident herself or himself must find an outlet for proper disposal of an appliance that contains refrigerants, the resident often becomes very frustrated at the high cost involved with proper handling.

Recommendation for Appliances Containing Refrigerants - The MCMUA will work with municipalities which currently do not offer a service to their residents to properly handle appliances containing refrigerants to possibly develop a regional program. The potential exists for a cooperative marketing agreement to provide lower pricing for residents. Existing municipal programs will also be investigated and summarized to provide information to those municipalities that do not have programs.

Cell Phones - Many markets currently exist for the recycling and/or reuse of cell phones.

Recommendations for Cell Phones – In addition to accepting cell phones during electronics drop-off programs, there are several additional opportunities for the reuse of cell phones. These include drop-off bins at local electronics stores and programs that charitable organizations conduct to collect and distribute old cell phones to those that need them. The MCMUA will continue to nurture and promote these cell phone recycling and/or reuse opportunities.

Electronics - Electronics include the following: computer CPUs (central processing units), computer monitors, televisions, printers, scanners, fax machines, audio equipment (receivers, radios, turntables, tape players/recorders, DVD players/recorders) microfiche machines, speakers, telephones, cell phones, keyboards, wire, hard drives, removable floppy and/or hard drives, power supplies, docking stations, circuit boards.

Recommendations for Electronics - The MCMUA currently accepts electronics in its Household Hazardous Waste Program throughout the year, which was previously described in detail. In addition, markets exist for large generators of electronic waste to manage this portion of the waste stream directly with a market. Finally, for the past several years, Intel Corporation of has been sponsoring two annual two-day electronics drop-off programs at of its corporate office in Parsippany, which provides an additional outlet for this material. The MCMUA will continue to nurture and promote these electronics collection and recycling opportunities. Several municipalities also provide outlets for electronics to be dropped off at their recycling center/depot.

Devices Containing Mercury - Any items or devices that contain the element mercury. Examples of these include some thermometers, thermostats, electric switches.

Recommendation for Devices Containing Mercury - The MCMUA accepts devices containing mercury in its Household Hazardous Waste Program which was previously described in detail. All residents in need of disposing of these items, should be referred to the MCMUA.

Toner Cartridges - These are spent cartridges which were full of laser printer toner or ink jet printer ink.

Recommendation for Toner Cartridges - Several markets exist for the recycling and/or reuse of toner cartridges.

Fluorescent Light Bulbs - Aside from the newly manufactured low mercury bulbs, such as the Phillips Alto Lamp, Green-tips, etc., fluorescent light bulbs contain enough mercury to classify them as hazardous waste according to RCRA. If the bulbs are RCRA hazardous, it is illegal for commercial generators to dispose of them in the municipal solid waste stream. Fortunately, outlets to accept, transport and recycle the mercury-containing bulbs as a universal waste do exist. In addition, the process involved in recycling fluorescent bulbs not only captures and recycles the elemental mercury contained in the bulbs, but it also separates and recycles the other materials contained in the bulbs such as glass and metal end-caps.

Recommendations for Fluorescent Light Bulbs – The MCMUA currently accepts fluorescent light bulbs for recycling from residential generators at both the permanent HHW facility and the one-day HHW collection events. In addition, the MCMUA Recycling Consolidation Center in Dover, a small quantity handler of universal wastes, accepts fluorescent bulbs from commercial generators for recycling. The MCMUA also provides municipalities with collection boxes for bulbs so they may

safely accept, store and transport bulbs accepted from their residents for delivery to the MCMUA for recycling. Finally, an adequate market does exist for larger quantity generators of fluorescent light bulbs to have these bulbs managed properly either as hazardous waste for disposal and/or recycled as universal waste. The MCMUA will continue to nurture and promote these programs to safely manage fluorescent bulbs.

Christmas Trees - Christmas trees are generated only for a few weeks each year and as a result, present a problem with collection. Additionally, the trees must be clean of any and all decorations. These trees are vegetative waste and as such should not be mixed with other waste and disposed at the transfer stations.

Recommendation for Christmas Trees - The MCMUA currently accepts Christmas Trees from municipalities at its compost sites. At least one private market exists in the county that accepts Christmas trees from individuals for recycling.

Concrete - It makes economic sense to recycle this very heavy building material, since disposing of it when charged by the ton is very costly.

Recommendations for Concrete - Markets exist for the recycling of concrete; therefore, municipalities should direct generators of this material to those markets. The MCMUA maintains a market list on its website for this material.

Asphalt - This material, often resulting from a pavement resurfacing construction project, is readily recyclable.

Recommendations for Asphalt - Markets exist for the recycling of asphalt; therefore, municipalities should direct generators of this material to those markets. The MCMUA maintains a market list on its website for this material.

7. Materials That are No Longer Designated to be Source Separated and Recycled

Upon certification of this Plan Amendment by the Department, the material listed below shall no longer be a mandated or designated recyclable material.

Asphalt Roofing Shingles

This material is no longer mandated for several reasons. Currently no known market exists for asphalt roofing shingles within a reasonable distance of Morris County. In 1993 when this material was first mandated, ReClaim, a market, was available. Based on tonnage for source separated, asphalt roofing shingles received at the Morris County transfer stations, it appears that ReClaim was out of business by 1997. The county had no market for two years, and in July 1998 Tilcon New Jersey was approved by the NJDEP to accept asphalt roofing shingles for recycling. The MCMUA began accepting the shingles once again at its transfer stations in January 1999. By November 2002, Tilcon was no longer accepting the asphalt roofing shingles.

The MCMUA was accepting source separated asphalt roofing shingles at both of its transfer stations for recycling until November 2002. Below is the total tonnage received at those facilities since 1993.

1993	2,252 tons	1998	0 tons	2003	0 tons
1994	343 tons	1999	868 tons	2004	0 tons
1995	606 tons	2000	1,244 tons	2005	0 tons
1996	874 tons	2001	1,514 tons	2006	0 tons
1997	0 tons	2002	1,082 tons		

Due to the fact that a market is no longer readily available and the apparent amount of tonnage recycled as a result of asphalt roofing shingles being a mandated material was not that high, relatively speaking, asphalt roofing shingles is no longer a mandated recyclable material in Morris County.

8. Enforcement Program

8.1. Development of County Enforcement Program

Prior to November 2002, the County of Morris had a limited compliance and enforcement program with respect to solid waste. With the exception of waste flow enforcement, the role of enforcing solid waste laws and regulations prior to November 2002 was the obligation of either the NJDEP or municipalities. Since that time when the Morris County Office of Health Management ("MCOHM") was established, Morris County has developed the necessary institutional framework to have an effective county-wide solid waste enforcement agency. As of the writing of this Plan Amendment, the impacts of the newly developed Morris County Office of Health Management are just being felt with respect to the regulated solid waste community. It is anticipated that over the next few years, the county's new health office will have influence over assuring compliance with state solid waste regulations and the county Solid Waste Management Plan, and that in doing so it will help Morris County achieve its recycling goals.

8.3. Inspection Universe

The inspection universe is detailed in the Solid Waste Control Program provided in Appendix E. Inspections will be performed and coordinated between three entities that are part of the CEHA program; the MCOHM, the NJDEP and the local municipal enforcing authority ("LMEA"). In Table 10, the solid waste activities to be inspected and the entity that will have the role of inspecting these solid waste activities is provided.

Table 10
Solid Waste Activities Inspection Checklist

Categories	# of Facilities	Frequency of Inspections	Total Inspections	Inspection Entity
Major Landfills	0	One per year	0	MCOHM
Minor Landfills	0	One per year	0	MCOHM
Resource Recovery Facility	1	One per year	1	NJDEP
Class B Recycling Centers	4	One per year	4	NJDEP
Class C Composting Facilities	16	Once per year	16	MCOHM
Class A Recycling Centers	3	Once per year	3	NJDEP
Farmland Mulch	0	Once per year	0	NJDEP
Recycling Depot	33	Once per year	33	MCOHM
Transfer Stations/MRFS	3	Twice per year	6	MCOHM / NJDEP
<i>Solid Waste Activities</i>			Number of Activities	
Truck checks			50	MCOHM
Recycling Investigations			117	Local or MCOHM if needed
Illegal Dumping Investigations			As needed	Local
Container Inspections			50	MCOHM
Waste Flow Investigations			As needed	MCMUA
Citizen Complaint Investigations			As needed	Local
NJDEP Referrals			As needed	MCOHM
Transporter Route Investigations (if applicable)			As needed	MCOHM
Exempt Hauler Interviews			As needed	MCMUA
Exempt Hauler Investigations			As needed	MCOHM
Enforcement Actions (NOVs, Settlements, Court)			As needed	Local, MCOHM or NJDEP
Tire Sites			5	MCOHM

8.4. The Morris County Office of Health Management ("MCOHM")

In accordance with the Solid Waste Control Program and as authorized by CEHA, the MCOHM will perform all routine compliance monitoring inspections of solid waste facilities throughout the county. The MCOHM will handle NJDEP and Morris County referrals such as those referrals provided by the MCMUA. The MCOHM will monitor the compliance of collector haulers for having proper NJDEP registration cards and NJDEP numbers on their vehicles.

A Solid Waste Enforcement Agreement was executed between the MCMUA, the MCOHM and the County of Morris on March 1, 2005, that provides for the MCMUA to make its investigators available as agents of the MCOHM. Acting as a subcontractor to the MCOHM, the solid waste investigations by the MCMUA will include illegal dumping, illegal operation of solid waste facilities, decaling of containers and vehicles, violations of the Morris County Solid Waste Management Plan, including, but not limited to the Plan's designated materials mandated to be source separated and recycled, litter, proper solid waste disposal and proper disposal of regulated medical waste.

While MCMUA waives any fees or reimbursement for the enforcement activities performed by the MCMUA on behalf of the MCOHM, the agreement states that the enforcement of waste flow control issues remain in the exclusive control of the MCMUA.

8.5. New Jersey Department of Environmental Protection ("NJDEP")

The NJDEP retains primary responsibility for monitoring and inspecting solid waste facilities for registration and engineering design violations. NJDEP is mandated to have the responsibility for fee collection and registration of facilities and collector/haulers.

8.6. Local Municipal Enforcing Authority ("LMEA")

Within six months of the certification of this Plan Amendment by the Department, each municipality shall designate a municipal recycling enforcement coordinator. This person will have the following responsibilities:

- Maintain a list of personnel in the municipality who are capable of and obligated to enforce the municipal recycling ordinance and/or other municipal ordinances which pertain to illegal dumping, solid waste and recycling and provide copy of this list to the MCMUA as requested.
- Coordinate all communication between various agencies including the MCMUA, MCOHM and NJDEP regarding solid waste and recycling enforcement issues.
- Ensure that violations have been followed through to corrective action by the violator and/or that penalties have been imposed.
- Notify the MCMUA when a notice of violation has been issued to any entity other than a single family or a multifamily dwellings with 34 units or fewer.
- Ensure that the required annual inspections have been performed.
- Provide a report of the illegal dumping, solid waste and/or recycling enforcement activity which has taken place in the municipality. This report shall be submitted to the municipal recycling coordinator in order to be included in the annual municipal recycling and solid waste program report explained in Section 9.2.i).

If for any reason, there becomes a vacancy in this position and/or the recycling enforcement coordinator is not available to perform these duties, the municipality shall designate a new or acting recycling enforcement coordinator, so that the period of time of vacancy does not exceed two weeks.

The LMEA responsible for solid waste enforcement shall investigate illegal dumping and residential complaints that are not NJDEP referrals. The LMEA shall also investigate illegal dumping and residential complaints referred to them by the MCMUA and/or the MCOHM. In addition, matters in which generators violate the source separation recycling requirements of the Plan and, in turn, the municipal ordinance, will first be referred to the municipal recycling enforcement coordinator to seek compliance with the local municipal recycling ordinance. The MCOHM will serve as a backup to the LMEA, only for multifamily complexes of 35 or more units and non-residential generators, enforcing the source separation recycling requirements of the Plan if invited to do so by the LMEA.

At a minimum, each municipality shall conduct a total of three (3) recycling investigations per year at schools, businesses and/or multifamily complexes. In accordance with Table 10, Morris County, as a whole, will complete a minimum of 117 recycling investigations per year based on three (3) per municipality. Site visits, as prescribed in Section 9.2.(g), will count toward the minimum required number of recycling investigations.

8.7. Interagency Enforcement Coordination

Interagency enforcement coordination is detailed in the Solid Waste Control Program provided in Appendix E. In accordance with the Solid Waste Control Program, the MCOHM will provide technical and enforcement support to LMEAs for illegal dumping and residential complaints when called upon to do so.

As a means to assure consistency and coordination, all investigations and enforcement procedures shall be conducted pursuant to the standard operating procedures and guidance of the NJDEP. The NJDEP has ultimate authority and responsibility over MCOHM. Only those solid waste investigations and inspections specified in the Solid Waste Control Program may be performed by MCOHM. Any and all solid waste investigations and actions that are overly complex or political in nature shall be immediately brought to the attention of the NJDEP to determine appropriate enforcement action.

The MCMUA will develop a database to track recycling violations from both the MCOHM and the municipalities. This database will track violations county-wide so that the MCMUA and MCOHM are readily able to determine repeat offenders and to keep track of the history of individual violations.

8.8. Compliance Assistance, Education and Training

Compliance assistance, education and training is provided by Morris County in many forms. The MCMUA conducts meetings for municipal recycling coordinators several times throughout the year informing municipalities of new opportunities, regulations and issues that municipal recycling coordinators may face in their jobs. These meetings provide an excellent networking opportunity for the recycling coordinators to get to know their neighboring towns and, their problems as well as their management techniques or solutions. In addition, the MCOHM routinely visits local recycling depots and department of public works sites in a compliance assistance role providing education and training to both municipal recycling coordinators and public works staffs.

As a new effort, the MCMUA will host meetings on a regular basis with Morris County municipal recycling enforcement coordinators, a new title which was previously explained and is created by this Plan Amendment, and with MCOHM personnel involved with solid waste and recycling enforcement.

8.9. Punitive Measures

The punitive measures of the enforcement program are detailed in sections IV and V the Solid Waste Control Program provided in Appendix E. In accordance with the Solid Waste Control Program, the MCOHM will provide enforcement by issuing notices of violations (“NOV”), conducting settlement meetings or making and signing complaints and summons for the NOVs. All penalties and fees resulting from solid waste enforcement activities and violations shall be consistent with applicable Department solid waste rules.

In addition to enforcing the Solid Waste Management Act N.J.S.A. 13:1E-1 *et seq.* and the regulations adopted pursuant thereto, the MCOHM will enforce the provisions contained in this Morris County Solid Waste Management Plan. Authority to enforce the provisions contained in the Morris County Solid Waste Management Plan is found in the Solid Waste Control Program provided in Appendix E. Additionally, the CEHA program provides authority for the MCOHM to enforce the rules and regulations in N.J.A.C 7:26-1, *et seq.* as stated in Subchapter 5 section 5.1(a) of these regulations:

"This subchapter shall govern the Department's assessment of civil administrative penalties for violations of the Solid Waste Management Act, N.J.S.A. 13:1E-1 *et seq.*, including the Comprehensive Regulated Medical Waste Management Act, P.L. 1989, c.34, amending and supplementing the Solid Waste Management Act (hereinafter "the Act"), including violation of any rule promulgated, any administrative order, permit, license or other operating authority issued, any **district solid waste management plan** approved, pursuant to the Act."

a. Generator Non-Compliance with Source Separation Recycling Requirements

With respect to generators not complying with the source separation recycling requirements of the Plan, herein, referrals will first be made to the local municipal recycling enforcement coordinator in an effort to obtain compliance with the applicable local recycling ordinance. Penalties will be assessed based on this ordinance.

According to the 1993 Morris County Solid Waste Management Plan Update, "The municipal ordinances shall include enforcement policies which include inspection of garbage set out for disposal and a minimum fine of \$25.00 per offense for recycling violators." Upon the adoption of the updated municipal recycling ordinance in accordance with the requirements of this Plan, the enforcement language above shall be superseded by the following language which shall be included in the ordinance:

Source Separation of Designated Recyclable Material

It shall be mandatory for all persons who are owners, tenants, or occupants of residential and non-residential premises, which shall include but not be limited to retail and other commercial locations, as well as government, schools and other institutional locations within the municipality of (insert name of municipality), to separate designated recyclable materials from all solid waste. Designated recyclable materials shall be deposited separately and apart from other solid waste generated by the owners, tenants, or occupants of such premises.

Penalty for Non-compliance with Source Separation Requirement

Any person, corporation, occupant, or entity that violates or fails to comply with any provision of this ordinance or any of the rules and regulations promulgated hereunder shall, upon conviction thereof, be punishable by a fine not less than \$25, nor more than \$1,000.

For the information of municipalities as they consider the revisions to their ordinances in accordance with this Plan, reference is made to the provisions of N.J.S.A. 40:49-5, titled "Penalties for violations of municipal ordinances." Included in this statute among other provisions is the following statement:

"The governing body may prescribe that for the violation of an ordinance pertaining to unlawful solid waste disposal at least a minimum penalty shall be imposed which shall consist of a fine which may be fixed at an amount not exceeding \$2,500 or a maximum penalty by a fine not exceeding \$10,000."

If adequate compliance by the generator with the source separation recycling requirements of the Plan is not obtained by the efforts of the LMEA, the LMEA may invite the MCOHM to assume the responsibility of investigating such noncompliant activities and assess penalties with the exception that the MCOHM will not assume the responsibility of investigating noncompliant activities for residential generators in single family homes or in multifamily dwellings with 34 units or fewer. The penalties assessed from such investigations will be based on the following:

1. It shall be mandatory for all persons who are owners, tenants, or occupants of residential and non-residential premises, which shall include but not be limited to retail and other commercial locations, as well as government, schools and other institutional locations within the County of Morris to separate designated recyclable materials from all solid waste. Designated recyclable materials shall be deposited separately and apart from other solid waste generated by the owners, tenants, or occupants of such premises.

Penalties associated with this section of the Plan shall be in accordance with those available to the municipal court of jurisdiction.

b. Prohibition of Hauling of Mandated Recyclable Materials Commingled With Solid Waste
As written in the New Jersey Solid Waste Utility Regulations, N.J.A.C. 7:26H-4.4 Solid waste collection tariff terms and conditions:

"(a) 6. Collectors are prohibited from collecting commingled loads of solid waste and designated source separated recyclable materials, except in those instances where a specific municipal exemption has been granted to the generator of those materials as provided by N.J.S.A. 13:1E-99.16(d). Each solid waste management district plan contains a definition of the district's designated recyclable materials. Collectors are prohibited from disposing of leaves in any manner that differs from that outlined in N.J.S.A. 13:1E-99.21."

Morris County hereby incorporates the following similar language into this Plan Amendment, to be enforceable as part of the Plan.

1. Collectors are prohibited from collecting commingled loads of solid waste and the mandated source separated recyclable materials, except in those instances where a specific municipal exemption has been granted to the generator of those materials as provided by N.J.S.A. 13:1E-99.16(d).

The following actions will be considered violations under this Plan.

- 1) A hauler which collects waste which includes mandated recyclable materials mixed in it.
- 2) A hauler which informs the generator that source separation of mandated recyclable materials from the waste is not necessary.
- 3) A hauler which mixes mandated source separated recyclable materials with waste.

Haulers are hereby put on notice that all three of the scenarios listed above violate N.J.A.C. 7:26H-4.4(a)6. and this Plan and the MCOHM will enforce this violation as part of this Plan to its fullest extent. Below is the fining schedule for violations by haulers to the Plan's prohibition of collecting commingled loads of solid waste and mandated source separated recyclable materials.

Finning Schedule for Hauler Violations of This Section

1 st offense:	NOV with grace period with no fine
2 nd offense - Fine:	\$500.00
3 rd offense - Fine:	\$1,000.00
4 th offense - Fine:	\$2,000.00

In accordance with DEP regulations, the MCOHM may conduct a settlement meeting at which a reduction in fines may be given up to 20%. In order to be eligible for a reduction, the offender must be in full compliance at the time of the settlement meeting.

3.2. Programs to be Implemented and/or Expanded

(a) Recycling Enforcement Program

In November 2002, Morris County created its County Health Management Office. Prior to that time, there was no health office at the county level, and recycling enforcement issues were handled either at the municipal or the state level. With the development of this new county office and with the establishment of a County Environmental Health Act (“CEHA”) program within this office, Morris County now has enforcement authority for solid waste and recycling statutes and regulations at the state level. Additionally, through this Plan Amendment, the county is adopting new SWMP language enforceable through this county office as well. The new and increased enforcement activities will yield additional recycling tonnage and thereby reduce the amount of solid waste disposed. The section enforcement describes this program in greater detail.

(b) Regular Meetings with Recycling Enforcement Officers

The MCMUA will host meetings on a regular basis with Morris County municipal recycling enforcement coordinators, a title that is created in this Plan Amendment. Details regarding this newly created title is further described in the Enforcement section. County Health Management personnel involved with solid waste and recycling enforcement will be requested to attend the meetings.

(c) Recycling Status Reports for Generators and Site Visits

This Plan Amendment requires municipal recycling coordinators to obtain recycling status reports on a regular basis from the following generators: schools, multifamily complexes and certain businesses, etc. After the municipal recycling coordinator has received a completed recycling status report that will be required to include a copy of the recycling notification that has been provided to each occupant, the coordinator must perform a follow-up site visit for certain generators to verify that the information in the report is accurate and that the recycling program is in compliance with the municipal recycling ordinance and provides adequate outlets for recyclable materials from occupants. Please see subsection 2.(g) "Recycling Reports for Generators and Site Visits" in Section 9, "Municipal Responsibilities" for further explanation.

(d) County Tabulation of MSW Recycling Rates by Municipality

Each year, the MCMUA will calculate MSW recycling rates for every Morris County municipality, so that each municipal recycling coordinator and other municipal officials know where they stand with respect to achievement of their goal.

(e) List of Materials which are Strongly Recommended to be Recycled

In this Plan Amendment is a list of new materials that the MCMUA strongly recommends to be recycled. Since it was determined that these items should not be mandated at this time, rather than omitting these materials from being addressed in the Plan, listing them in this manner will encourage municipalities and generators to include these items in their recycling programs.

(f) Reinvigorating Recycling through Revamped "Branding"/Education/Promotion Campaign

The MCMUA will develop a more cohesive “branded” education/outreach/promotion plan in order to spread the recycling gospel (and the related gospels of waste and litter prevention, as well as reuse) to as many members of the public as possible. At the inception of the process, the MCMUA will identify target audiences and the appropriate messages for each, as well as the means by which those messages will be conveyed. A concerted effort will be made to achieve the “Coca-Cola Effect” (attributed to Margaret Gainer of Arcata, California) whereby recycling will be instantly recognizable by virtually all Morris County residents.

(g) Plan Update Orientation Meetings

The MCMUA shall schedule orientation meetings to familiarize municipal recycling coordinators and the new recycling enforcement coordinators (this new title is explained in the enforcement section) with the new requirements of the Plan. The MCMUA shall hold these meetings twice, once immediately after submittal of the Plan Amendment to the Department and once after the Department has certified the Plan Amendment in order to explain any changes that may have come about since the first meeting. The first meeting will be held prior to Plan certification, despite the fact that some changes may be received from the Department, in order to provide municipalities with as much time as possible to understand what will be required of them. Once the Plan is certified, municipalities will have only 6 months to adopt and revise new ordinances. Additionally, the MCMUA shall host a Plan orientation meeting for collector haulers.

(h) Status Report Orientation Meetings

Some groups to be targeted for orientation meetings are condominium and apartment complex management personnel, school administrators and school recycling coordinators (this is a new title which is further explained under the Generator Status Reports subsection of the Municipal Responsibilities section).

The MCMUA will host orientation meetings for designated school recycling coordinators and municipal recycling coordinators in order to explain the Status Reports. If considered useful, the MCMUA will maintain a list of contacts at schools and meet with them on a regular basis.

Additionally, the MCMUA will host orientation meetings for management personnel from apartment and condominium complexes and municipal recycling coordinators to explain the Status Reports. If considered useful, the MCMUA will maintain a list of contacts at these complexes and meet with them on a regular basis.

(i) County Outreach to Certain Large Businesses and Institutions

Using Morris County's Electronic Factbook '02 written by the Morris Area Development Group, a division of the Morris County Chamber of Commerce, the MCMUA will take the lead, unless otherwise taken by the respective municipal recycling coordinator, to contact various large businesses and institutions regarding status reports and site visits. As examples, the types of businesses and institutions to be contacted by the MCMUA are large retail shopping outlets, large business parks/campuses, large warehouse and distribution operations, large hospitals, colleges and universities and large hotels. The MCMUA also plans to coordinate this outreach with the Morris County Chamber of Commerce, as well the other 16 local Chambers of Commerce.

(j) County of Morris In-House Recycling Program

Morris County began its in-house recycling program in May 1985. At that time it was called M.O.R.E. (Morris County Office Paper Recycling Exists). M.O.R.E. has since has been changed slightly to "Morris County Office Recycling Excels!" because of the fact that the list of material collected has been expanded. This program will be revisited and revamped to ensure that all county offices are recycling all mandated material properly and that they are properly managing disposal of universal and hazardous wastes.

(k) Guide for Residents Who Are Preparing to Move

To assist residents who are preparing to move, MCMUA will create a guide to proper disposal of various kinds of solid waste; garbage, recyclables and hazardous waste. If residents have this kind of information a reasonable amount of time prior to their moving dates, they should be able to find the proper outlets for disposal of unwanted material. In addition to providing information about

disposal opportunities afforded by the MCMUA, the following will be included: www.Freecycle.org, www.throwplace.com, www.Ebay.com and/or www.craigslist.com, the suggestion to host a garage sale, to donate items to consignment or thrift stores or to the Habitat for Humanity ReStore. The guide will be available to realtors, public libraries and municipal government offices and it will be posted on www.MCMUA.com.

(l) Food Waste Collection

In 2003, the MCMUA worked with Shop-Rite of Wharton to start a food waste collection program. The food waste, specifically, produce and bakery goods, was collected separately from other trash and all of its packaging, including rubber bands and wire ties, was removed. The food was placed in a 30 cubic yard container provided by Penn Jersey Pork and Beef Farms, Inc., located in Bernville, PA. Penn Jersey provided the transportation to their farm where the loads of food waste were carefully mixed with other feed to produce a nutritionally balanced diet for the livestock. Unfortunately this program only lasted for one year. The MCMUA wants to investigate food recycling further and if the program still seems feasible would like to encourage other grocery stores in the county to implement similar programs. Based on estimates, the MCMUA calculates that it could divert 5,000 tons of food waste each year if half of the larger grocery stores implement the program. It remains to be determined if the farm or any yet-to-be-established food waste recycler, could consume that quantity.

(m)Habitat for Humanity ReStore

With input by the MCMUA, Morris Habitat for Humanity, which services Morris County, is on the verge of opening a ReStore in Mine Hill. A ReStore is a retail store that facilitates waste reduction and reuse by accepting donations of building supplies and furniture and then reselling these donated items. These donated materials come from other retail stores, wholesalers, contractors and homeowners. The materials are unwanted but still have a useful life. Some of the items that get donated are discontinued, surplus or slightly damaged. For example, a homeowner may be remodeling her/his kitchen and may donate the old kitchen cabinets to the ReStore. A Habitat ReStore is exceedingly beneficial for all parties involved. It is a source reduction activity that reduces disposal. It saves money in disposal costs for the party who has the unwanted items who in turn receives a tax deduction on the value of the donated items. The ReStore customers benefit by being able to purchase good items at very low costs. Finally, Habitat for Humanity uses the ReStore income to fund its homebuilding projects for families in need.

As for Morris County, the benefit of having a ReStore located here will provide an outlet for building materials which would otherwise have ended up in the landfill. While outlets do exist for other types of "second-hand" materials, like clothing and furniture (e.g. Salvation Army and Goodwill thrift stores), an outlet for building materials does not exist. The MCMUA looks at the creation of a ReStore within the county as having a tremendous potential to divert tons of waste. The MCMUA staff plan to work with Morris Habitat for Humanity to provide support for and to promote the ReStore in whatever ways possible. In fact, 2 ReStore representatives enlightened municipal recycling coordinators about the facility at a meeting on December 12, 2006.

According to the Habitat for Humanity International website, as of October 2006, there are 359 ReStores in 43 states across the country and another 33 in Canada. New Jersey has 4 of its own and the Morris Habitat ReStore will be the fifth. For more information about Habitat ReStores visit www.habitat.org/env/restores.aspx.

Appendix F - Sample Model Municipal Planning Board Recycling Ordinance for Multifamily Housing Developments that Require Subdivisions or Site Plan Approval

This sample model ordinance is included for reference only. The actual model ordinance to be adopted by municipalities will be provided by the NJDEP to the MCMUA. The MCMUA will make that model ordinance available to municipalities.

Definitions - The following terms shall have the meanings indicated:

Multifamily Housing Development - A building containing three or more dwelling units occupied or intended to be occupied by persons living independently of each other, or a group of such buildings.

Recycling Area - Space allocated for collection and storage of source-separated recyclable materials.

Solid waste and recycling.

- A. Provision shall be made for the indoor or enclosed outdoor storage and pickup of garbage and refuse, to be approved by the municipal engineer.
- B. There shall be included in any new multifamily housing development that requires subdivision or site plan approval an indoor or outdoor recycling area for the collection and storage of residentially generated recyclable materials. The dimensions of the recycling area shall be sufficient to accommodate recycling bins or containers which are of adequate size and number and which are consistent with anticipated usage and with current methods of collection in the area in which the project is located. The dimensions of the recycling area and the bins or containers shall be determined in consultation with the Municipal Recycling Coordinator and shall be consistent with the district recycling plan adopted pursuant to Section 3 of P.L. 1987, c. 102, and any applicable requirements of the Municipal Master Plan, adopted pursuant to Section 6 of P.L. 1987, c. 102. Editor's Note: See N.J.S.A. 13:1E-99.13.
- C. The recycling area shall be conveniently located for the residential disposition of source-separated recyclable materials, preferably near, but clearly separated from a refuse dumpster.
- D. The recycling area shall be well lit and shall be safely and easily accessible by recycling personnel and vehicles. Collection vehicles shall be able to access the recycling area without interference from parked cars or other obstacles. Reasonable measures shall be taken to protect the recycling area and the bins or containers placed therein against theft of recyclable materials, bins or containers.
- E. The recycling area or the bins or containers placed therein shall be designed so as to provide protection against adverse environmental conditions which might render the collected materials unmarketable. Any bins or containers which are used for the collection of recyclable paper or cardboard and which are located in an outdoor recycling area shall be equipped with a lid or otherwise covered so as to keep the paper or cardboard dry.
- F. Signs clearly identifying the recycling area and the materials accepted therein shall be posted adjacent to all points of access to the recycling area. Individual bins or containers shall be equipped with signs indicating the materials to be placed therein.
- G. Landscaping and/or fencing shall be provided around any outdoor recycling area and shall be developed in an aesthetically pleasing manner.

Appendix G - Sample Recycling Status Report for Generators

Recycling Status Report for a Multifamily Housing Complex

Name of complex: _____

Address/Location: _____

Contact's name and title: _____

Contact's phone number: _____

Contact's mailing address: _____

Contact's company name: _____

Is this complex: Condominiums/Townhouses Apartments Senior Housing/
(Circle one) (Individually Owned Units) (Rental Units) Assisted Living

Number of units in complex: _____

Name of company providing collection of waste: _____

Name of company providing collection of recyclables: _____

Are recyclables collected at curbside so that each unit sets out its own containers on a given day? _____

If no, are the recyclables taken by residents to designated areas in the complex? _____

If so, how many designated recycling areas are located in the complex? _____

How often are recyclables collected? _____

On what day of the week is collection? _____

**Recycling Status Report for a
Multifamily Housing Complex**

Do you have a written contract for the recycling service? _____

If not, it is strongly suggested that obtain a written contract for the service and that the contract include the provisions as shown in the attached sample contract.

If there is a contract, please attach a copy to this status report.

Do you provide information to your residents at least annually regarding recycling? _____

If not, it is required by the Morris County Solid Waste Management Plan that residents be notified at least annually and it is strongly recommended that all new residents receive a copy of this information upon occupancy. This information must be prepared, distributed to residents and to the municipal recycling coordinator within one month from the date of submittal of this form.

If you do provide information to your residents at least annually, please attach a copy(ies) of that information to this status report. Also, please explain when and how the information was distributed. _____

Please complete the attached Mandated Recyclable Material form.

Signature of person completing this form: _____

Name and title (please print): _____

Date on which form was completed: _____

If you have any questions, please contact your municipal recycling coordinator at the number below. Please return this completed form to your municipal recycling coordinator at the address and/or fax number listed below:

<Name of Municipal Recycling Coordinator>
Recycling Coordinator
<Name of Municipality>
<Address of Municipality>
<Town>, NJ <Zip Code>

Phone: <Telephone Number>
Fax: <Fax Number>

The Morris County Municipal Utilities Authority appreciates your completing this status report. This report will enable us to ensure that residents are complying with the mandatory recycling requirements of the County of Morris and of the State of New Jersey. For more information about these recycling requirements, visit www.mcmua.com.

**Recycling Program Status Report for a
Public School District**

(Please type or print clearly.)

Name of school district: _____

District mailing address: _____

Superintendent of district: _____

Superintendent's phone number: _____

Facilities manager of district: _____

Facilities manager's phone number: _____

Number of schools in district: _____ Number of additional buildings, if any _____

Name of company/organization providing collection of solid waste (garbage): _____

Company's mailing address: _____

Company's phone number: _____

Name of company/organization providing collection of recyclables: _____

Company's mailing address: _____

Company's phone number: _____

How often are recyclables collected? _____

On what day(s) of the week is recycling collection? _____

Do you have a written contract for the recycling collection service? Yes No

If there is a contract, please attach a copy of the portions of the contract and bid specification which pertain to recycling.

If not, it is strongly suggested that the district obtain a written contract for the service. If you have questions about what to include in this contract, call the MCMUA at the number provided below.

**Recycling Status Report for a
Public School District**

Do you deliver recyclables to the municipal recycling center? _____ Yes _____ No

If so, which recyclables do you deliver there? _____

Do you provide information regarding recycling to your administrators, faculty, staff and students and all organizations that use the school building or grounds (e.g., athletic fields) at least annually? _____ Yes _____ No

If you do provide information regarding recycling to school occupants (it is recommended that it be *at least* annually), please attach a copy(ies) of that information to this status report. Also, please explain when, how and to whom the information was distributed; e.g. posted on the district web site, included in school manuals, handed out at faculty/student orientation meetings.

If not, it is strongly recommended that you disseminate information on at least an annual basis to all of the groups listed above to inform them about the materials that must be recycled, why, where and how.

For each public school in the district, please attach a completed "Recycling Program Status Report For Each Public School."

Signature of person completing this form: _____

Name and title (please print): _____

Phone number: _____

Date on which form was completed: _____

If you have any questions, please contact your municipal recycling coordinator at the number below. Please return this completed form to your municipal recycling coordinator at the address and/or fax number listed below:

<Name of Municipal Recycling Coordinator>
Recycling Coordinator
<Name of Municipality>
<Address of Municipality>
<Town>, NJ <Zip Code>



Phone: <Telephone Number>
Fax: <Fax Number>

The Morris County Municipal Utilities Authority appreciates your completing this status report. This report will enable us to ensure that schools are complying with the mandatory recycling requirements of the County of Morris and of the State of New Jersey. For more information about these recycling requirements, visit www.mcmua.com or call the MCMUA at (973) 285-8394.

Recycling Program Status Report For Each Public School

Please return to district superintendent to be attached to district form.

The materials in the table below are mandated to be source separated (kept separate from garbage or trash) at the point where they are generated by any and all generators (a generator is the person or entity that generates waste materials) within Morris County, and to be recycled. The only exception on the list is that whole tires may, in addition to being recycled, be incinerated for energy recovery.

Materials Mandated to be Source Separated and Recycled	
Morris County, New Jersey	
Aluminum Cans	Cans made from aluminum that was manufactured to hold a serving of a beverage. Specifically omitted from this definition are aluminum foil and aluminum pie plates.
Glass Bottles and Jars	Bottles and jars made from glass including clear, brown and green glass. A bottle is defined as a receptacle having a narrow neck and a mouth that can be corked or capped. A jar is defined as a wide mouthed container that can be capped. Caps and lids not included. Specifically omitted from this definition are drinking glasses, windows, mirrors, light bulbs, and anything made of Pyrex® or ceramic.
Plastic Bottles (coded 1 and 2)   PETE HDPE	Plastic bottles coded to indicate that they are comprised of the specific types of plastic compounds (polymers) known as polyethylene terephthalate (PETE) or high density polyethylene (HDPE). See symbols to the left. A bottle is defined as a receptacle having a narrow neck and a mouth that can be corked or capped. Caps and lids not included. Any item made of plastic that is not a bottle, and any plastic bottle without one of the symbols shown to the left is specifically omitted from this definition.
Steel (Tin) Cans	An air-tight container for the distribution or storage of goods, composed of thin, usually ferrous, metal. Examples are soup cans and tuna fish cans.
Newspaper	A publication containing news, information and advertising, usually printed on low-cost paper called newsprint. Newspaper may include glossy inserts which come with the paper, dependent upon the market conditions at the time.
Corrugated Cardboard	Shipping containers made with kraft paper linerboard and corrugated medium.
Mixed Paper	Various categories of recyclable paper including, but not limited to white and colored paper used in printers, photocopiers and fax machines, white and colored ledger paper, carbonless copy paper, construction paper, undeliverable mail, mailed promotional letters/advertisements/circulars, magazines, catalogues, envelopes, soft cover books.
Leaves	Vegetative material, typically generated in the autumn when they fall from trees and then are raked from residents' and/or commercial lawns.
Grass Clippings	Vegetative material generated when grass (lawns) is cut.
Brush	Branches, woody plants and other similar vegetative material. Leaves and grass do not constitute brush.
Natural Wood Waste	Logs, stumps, branches and other wood tree parts. Dimensional lumber is omitted from inclusion in this definition.
Oil-Contaminated Soil	Non-hazardous soil that contains petroleum hydrocarbons (gasoline, diesel, kerosene, jet fuel, #4 & #6 heating oils and certain other refinery products including coal tar). This type of soil shall be determined to be non-hazardous in accordance with the standards set forth in N.J.A.C. 7:26.
Used Motor Oil	Motor oil from motor vehicles, lawn mowers, boats, etc., which has served its intended useful purpose.
Lead-Acid Batteries	Storage batteries in which the electrodes are grids of lead containing lead oxides that change in composition during charging and discharging, and the electrolyte is dilute sulfuric acid. These include starting batteries such as car batteries that deliver a short burst of high power to start the engine. In addition, they may include deep cell batteries found on boats or campers used to power accessories like trolling motors, winches or lights.

**Materials Mandated to be Source Separated and Recycled
Morris County, New Jersey (continued)**

<p align="center">Hazardous Dry Cell Batteries</p>	<p>Rechargeable batteries, such as nickel-cadmium, nickel-iron, nickel metal hydride, lithium ion, small sealed lead acid, etc. These are often used as substitutes for non-rechargeable batteries in standard sizes such as AAA, AA, C, D and 9V. Rechargeable batteries are commonly found in cordless tools, cellular and cordless phones, laptop computers, cameras, remote controls, toys, etc. Also included in this definition are non-rechargeable batteries that are hazardous as defined by the Resource Conservation Recovery Act ("RCRA"), regardless of the RCRA exclusion of household waste from the definition of hazardous waste pursuant to 40 C.F.R. 261.4(b). Non-rechargeable, hazardous batteries include older alkaline and carbon zinc batteries as well as silver oxide, mercury and magnesium button-type batteries, etc. It should be noted that domestically manufactured alkaline and carbon zinc non-rechargeable batteries made after circa 1994 eliminated mercury content to the point that they should not be considered RCRA hazardous and therefore are not included in this material category.</p>
<p align="center">Metal Appliances</p>	<p>Appliances composed predominantly of metal, and may include stoves, washing machines and dryers, for example, if the appliance is predominantly metal. Also included are air conditioners, refrigerators and dehumidifiers if they are predominantly metal. If these appliances on the latter list contain refrigerants that are prohibited by the Clean Air Act from being knowingly vented, the refrigerant must be recovered accordingly.</p>
<p align="center">Whole Tires*</p>	<p>Tires that are whole, not chipped into small pieces. *Tires are allowed to be recycled and/or incinerated for energy recovery.</p>

(Please type or print clearly.)

Name of school : _____

Mailing address: _____

Principal's name: _____

Principal's phone number: _____

Head custodian's name: _____

Head custodian's phone number: _____

Recycling Program Status Report

For Each Public School

Clearly labeled containers for recyclable *paper* (including newspaper and mixed paper) are located right next to clearly labeled wastebaskets for trash in the following areas:

All classrooms	_____	Yes	_____	No
All offices	_____	Yes	_____	No
The faculty room	_____	Yes	_____	No
The library/media center	_____	Yes	_____	No
Inside or near the auditorium	_____	Yes	_____	No
Inside or near the gymnasium	_____	Yes	_____	No
All copier/printer rooms	_____	Yes	_____	No
Elsewhere inside the building or on the school grounds – please specify the exact location(s)	_____	Yes	_____	No

Corrugated cardboard is collected in the following locations:

Recycling Program Status Report
For Each Public School

In the cafeteria, a bucket is located next to each container for bottles and cans so that the students can empty any remaining liquid prior to putting their bottles and cans into the recycling container.

_____ Yes _____ No

If you answered “yes” to all of the above, but would like to fine-tune your recycling program, or if you answered “no” to any of the above and need assistance with your recycling program, please call your municipal recycling coordinator at the number provided on the last page. In addition, if you need labels for containers, visit www.mcmua.com. The MCMUA can provide labels at no cost. Also if you would like to refer to the *Recycling Manual for New Jersey Schools*, visit www.anjr.com, and click on “Publications.”

Please provide a brief description of the way you manage the following mandated recyclable materials, or write N/A if your school has not generated this material in the past 12 months:

1. Leaves _____

2. Grass clippings _____

3. Brush _____

4. Natural wood waste _____

5. Oil-contaminated soil _____

6. Used motor oil _____

7. Lead-Acid batteries _____

8. Hazardous dry cell batteries _____

9. Metal appliances _____

10. Whole tires _____

Recycling Program Status Report
For Each Public School

The custodial staff empties containers for recyclable paper and bottles and cans, and deposits that material in dumpsters/other containers located outside the building

_____ on a daily basis.

_____ once a week.

_____ twice a week.

_____ Other – please specify how often: _____

All members of the custodial staff are aware that it is illegal to mix recyclables together with garbage/trash in the same container.

_____ Yes _____ No

Please explain how the custodial staff is/was made aware of this requirement: _____

Signature of person completing this form: _____

Name and title (please print): _____

Phone number: _____

Date on which form was completed: _____

If you have any questions, please contact your municipal recycling coordinator at the number below. Please return this completed form to your school superintendent for submission to your municipal recycling coordinator:

<Name of Municipal Recycling Coordinator>

Recycling Coordinator

<Name of Municipality>

<Address of Municipality>

<Town>, NJ <Zip Code>

Phone: <Telephone Number>

Fax: <Fax Number>

The Morris County Municipal Utilities Authority appreciates your completing this status form. This form will enable us to ensure that schools are complying with the mandatory recycling requirements of the County of Morris and of the State of New Jersey. For more information about these recycling requirements, visit www.mcmua.com.