



## Municipal Recycling Notifications Requirements and Recommendations

### Requirements

In order to insure the achievement of the MSW 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 notification responsibilities are identified below:

The sections 9.2 (f) and (g) below are from the 2007 Morris County Solid Waste Management Plan Amendment. Note: Text in italics is taken directly from the statute N.J.S.A. 13:1E-99.16 verbatim.

9.2.(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. Copies of these notifications shall be provided to the district recycling coordinator each year. This county notification requirement is explained further in the Section 9.2.(g) of this Plan.

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.

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

9.2.(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 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.

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## Requirements (continued)

A copy of the following versions of this notification shall be provided to the District Recycling Coordinator each year by April 30:

As stated in the Plan Amendment Section 9.2(e), "...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), ...is 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."

- ♻️ Version sent to single family residents
- ♻️ Version sent to commercial units
- ♻️ Version sent to institutional units including schools
- ♻️ Each version sent to each multifamily complex in the town.

## Recommendations

It is also recommended that the notifications ascribe to the following:

- ♻️ Print the annual notification(s) on recycled paper, and include a notation to that effect; e.g., ♻️ Printed on recycled paper.
- ♻️ Issue recycling information multiple times each year through different venues, ie cable television, newspaper articles, school newsletter, literature rack at the local library, church bulletins/newsletters, public bulletin boards, etc.
- ♻️ The recycling notification should 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.
- ♻️ The language in the notification should be clear and easy to understand.
- ♻️ The terms used to refer to recyclable materials should conform to the list of mandated materials as listed in the Plan amendment.
- ♻️ Use color and graphic images whenever possible.
- ♻️ The notification should be supplied to new residents and other new occupants as they move in. Work with your tax assessor's office and your building and zoning office to acquire names and addresses.