



# ANNUAL MUNICIPAL TONNAGE REPORTING CHECKLIST FOR MUNICIPAL RECYCLING COORDINATORS



January	Request tonnage reports from:	<p>Businesses and institutions in the municipality</p> <p>Haulers/end markets serving the municipal recycling center</p> <p>Hauler/end markets serving curbside recycling programs</p> <p>Other generators include construction firms, landscapers, landlords, multifamily units, permitted and exempt facilities, schools/institutions, &amp; management companies.</p>	
February - March	Compile received tonnage reports on NJDEP Municipal Tonnage Reporting Form	<p>Include business tonnage reports submitted to MCMUA (MCMUA Website Home -&gt; Solid Waste -&gt; Municipal Recycling Coordinators -&gt; Applicable Year)</p> <p>Include MCMUA reports for haz-waste site, veg-waste sites, tires &amp; curbside recycling</p> <p>Report all recycling in tons (use conversion tool on form if reported with other units)</p> <p>List end markets for each line item</p> <p>Include the \$3/ton Recycling Tax sent to NJ under REA. MCMUA has information only for towns that pay the tipping fee directly. Haulers paying disposal fees directly will have this information.</p> <p>Follow NJDEP materials category definitions and tips on Page 2 (reverse of this checklist)</p> <p>List end markets as the last known handlers of recycling, e.g., the end market for MUA collected curbside recycling is Republic Services</p> <p>Review reports for any significant changes in tonnages from the previous year</p> <p>Use MCMUA breakout tool for single stream collected by the MCMUA and the NJDEP breakout tool for single/dual stream collected by other haulers</p> <p>Reach out to MCMUA with any questions</p>	
April 30	Submit Municipal Tonnage Report to NJDEP (tonnagegrant@dep.nj.gov)	<p>Email Subject Line: Name of Town &amp; Year (attachments named with town, year, &amp; file type)</p> <p>Confirm correct tonnage year, tax year, county, and municipality</p> <p>Attach certification form (N.J.A.C 7:26A-11 Standards for Municipalities) signed by the mayor</p> <p>Attach Statements of Compliance/Intent - Review MCMUA MRC webpage for attendance sheets</p> <p>Attach the applicable calendar year MTG Expenditure Excel Sheet.</p> <p>Attach Municipal Tonnage Grant Reporting Excel Sheet (Enable Content/Macros disabled).</p> <p>Include the composition of #24 <i>Other Material Listed</i> in the email body</p> <p>Include in email the reasons for significant increases in tonnages from the previous year</p> <p>Include in the body of the email the name and contact information for the individual completing the report and the individual signing the report as CRP.</p> <p>MCMUA will certify the report if there is no CRP at the municipality (<i>MRC enrolled in CRP class</i>)</p> <p>Copy <a href="mailto:mchavanne@co.morris.nj.us">mchavanne@co.morris.nj.us</a> and <a href="mailto:amarrone@co.morris.nj.us">amarrone@co.morris.nj.us</a> on submission email</p>	
5/1-6/15	Revision Period	<p>Continue collecting tonnage reports from generators and facilities</p> <p>Add additional tonnage received since submission date to report</p> <p>Incorporate feedback received from the MCMUA after their review of the initial submission</p>	
June 15	Submit Final Municipal Tonnage Report	<p>Add Revision to subject line along with town and year</p> <p>Attach only the municipal tonnage reporting excel form</p> <p>Copy <a href="mailto:mchavanne@co.morris.nj.us">mchavanne@co.morris.nj.us</a> and <a href="mailto:amarrone@co.morris.nj.us">amarrone@co.morris.nj.us</a> on resubmission email</p>	

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Helpful Links	
Municipal Tonnage Grant Guide:	<a href="https://dep.nj.gov/wp-content/uploads/dshw/2025_mtg_letterguide_combined.pdf">https://dep.nj.gov/wp-content/uploads/dshw/2025_mtg_letterguide_combined.pdf</a>
Certification Form:	<a href="https://dep.nj.gov/wp-content/uploads/dshw/2025-certification-form.pdf">https://dep.nj.gov/wp-content/uploads/dshw/2025-certification-form.pdf</a>
Instructions for Completing MTG form:	<a href="https://dep.nj.gov/wp-content/uploads/dshw/municipal-tonnage-grant/instructions.pdf">https://dep.nj.gov/wp-content/uploads/dshw/municipal-tonnage-grant/instructions.pdf</a>
Standards for Municipalities (NJAC 7:26A-11.1):	<a href="https://dep.nj.gov/wp-content/uploads/dshw/municipal-tonnage-grant/standards.pdf">https://dep.nj.gov/wp-content/uploads/dshw/municipal-tonnage-grant/standards.pdf</a>
MCMUA MRC webpage:	<a href="https://mcmua.com/sw_recy_mrc.asp">https://mcmua.com/sw_recy_mrc.asp</a>
MCMUA MTG Recycling Tonnage Page:	<a href="https://mcmua.com/sw_recy_mrc.asp#Tonnage">https://mcmua.com/sw_recy_mrc.asp#Tonnage</a>

Categories of Commonly Recycled Items	
See NJDEP Definitions list for full guidance on categorizing materials:	<a href="https://dep.nj.gov/dshw/mrtg-forms/definitions/">https://dep.nj.gov/dshw/mrtg-forms/definitions/</a>
Steel Containers (07)	include propane tanks & oil filters
Batteries, Lead-Acid (13)	Only Lead-Acid (Automobile/Wet Cell). DOES NOT include household batteries; these are (#21 or #24)
Brush/tree parts (17)	include wood chips
Stumps (20)	Include logs
Consumer Electronics (21)	include CEDs and non-CEDs. Also includes <u>embedded</u> household batteries as per #13.
Food Wastes & Cooking Grease (23)	Include grease trap cleanings, plate and food processing wastes, and fryer grease
Other Materials Not Listed (24)	Includes other non-hazardous materials classified as solid waste and not defined in this section, and recycled. I.e., household batteries (Dry Cell), paint, fluorescent lights, furniture, wallboard, padding, and insulation.