

Check List for Municipal Recycling Programs

According to the March 2007 *Morris County Solid Waste Management Plan Amendment* (SWMP)
(Section numbers reference the March 2007 SWMP Amendment.)

Due April 10, 2008: (Within six (6) months of the date of DEP approval of SWMP Amendment)

- Revise the recycling ordinance and submit a copy to the MCMUA – *Section 9.2.(b)*
- Submit to the MCMUA a copy of the ordinance on recycling in multifamily housing according to N.J.S.A. 13:1E-99.13a – *Section 9.2.(b)*
- Designate a municipal recycling enforcement coordinator – *Section 8.6.*
- Submit a copy of the section of the municipal master plan pertaining to certain development proposals as specified in *Section 9.2.(c)*, along with a copy of the process used by the appropriate municipal department to determine that the development proposals have met the municipality's requirements – *Section 9.2.(b)*

Annually:

- Complete and submit recycling tonnage report to DEP – *Section 9.2.(e)*
- Every 6 months, create and send notice to generators (residents (both single and multi-family homes), businesses, and institutions) of recycling opportunities and requirements. At least one notice each year must be by direct mail. – *Section 9.2.(f)*
- Complete a minimum of three (3) recycling investigations per year – *Section 8.6.*
- No later than the submission date established by the DEP for recycling tonnage reports (usually April 30th), submit one copy of each of the following to the MCMUA:
 - Recycling tonnage report – *Section 9.2.(e)*
 - Notifications to generators of recycling opportunities and requirements – *Section 9.2.(f)*
 - Notification to single-family homes
 - Notifications to multi-family complexes (one for each complex)
 - Notification to businesses and institutions
 - Recycling and Solid Waste Program Report to MCMUA – *Section 9.2.(i)*
 - Report of the illegal dumping, solid waste, and recycling enforcement activity for the previous calendar year – *Section 8.6.*

As specified by MCMUA:

- Complete recycling status reports – *Section 9.2.(g)*
- Submit a list of personnel in the municipality capable of and obligated to enforce the municipal recycling ordinance and other municipal ordinances that pertain to illegal dumping, solid waste, and recycling – *Section 8.6.*

As needed:

- Designate a municipal recycling coordinator if vacant – *Section 9.1.*
- Designate a municipal recycling enforcement coordinator if vacant – *Section 8.6.*

Every 36 months:

- Review and revise master plan – *Section 9.2.(c)*

One-time Requirements Satisfied prior to March 2007 SWMP Amendment

- Designate a municipal recycling coordinator – *Section 9.1.*
- Establish and implement a municipal recycling program – *Section 9.2.*
- Provide a collection system – *Section 9.2.(a)*

To download the *Municipal Recycling Coordinator Edition* of the SWMP, go to:
<https://mcmua.com/docs/MCSWMP07MRCVersion.pdf>