

12. APPENDICES

- A. Municipal Waste Management and Recycling Survey (July 2006)..... Page A-1
Forty-seven of fifty-three municipalities completed and submitted survey by March 2008 – compilation of this information provides useful information to the municipality, and is essential to developing an effective county program.
- B. Municipal Progress Report – Criteria and Point System Page A-17
Developed by County recycling staff over a two year period, this provides the basis for annual review of individual Municipal recycling programs.
- C. Recycling Facility and Transporter Reporting Requirements Page A-26
County Guidance Letter sent to facilities and transporters which identifies State reporting requirements; reports prepared enable municipalities to complete Annual Recycling Tonnage Application used by NJDEP to determine the amount of annual municipal recycling grants.
- D. Rutgers Recycling Coordinator Certification Classes (9/8-6/10) Page A-32
Municipal Recycling Coordinators are now required to earn “Certified Recycling Professional” (CRP) certification; this is the most recent announcement of classes needed to earn a ‘CRP’.
- E. Monmouth County School Recycling Program Guidelines Page A-39
- F. Procedure to Include Recycling Facility in County SWM Plan Page A-45
As most recently adopted by Solid Waste Advisory Council (SWAC); subject to change as discussed/adopted at public SWAC meetings.
- G. Procedure to Include Solid Waste Facility in County SWM Plan Page A-48
As most recently adopted by Solid Waste Advisory Council (SWAC); subject to change as discussed/adopted at public SWAC meetings.
- H. Handling Type 10 Waste Delivered to Bulk Waste Transfer Station Page A-52
(May 2003 Administrative Amendment to Solid Waste Plan)
- I. NJDEP Overview of Recycling Laws (April 2008) Page A-53
- J. NJDEP Overview of Solid Waste Control Laws (April 2008) Page A-56

K. Monmouth County Health Department Ordinance #10	Page A-63
Provides authority to penalize violations of State solid waste and recycling laws, including non-compliance with adopted County Solid Waste Management Plan (County Health Department is now required to use penalty schedules provided in State regulations).	
L. NJDEP Penalty Schedule for Recycling Violations (Excerpts)	Page A-66
These proposed penalties for waste generators, transporters and facilities, as well as for non-compliant municipalities and counties are scheduled for adoption in early 2009.	
M. Preparation of Debris Management Plan for Major Disasters	Page A-72
This FEMA Guidance Document provides useful information for local governments to prepare plans in anticipation of large quantities of debris that may be generated after major storms or other events.	
N. NJDEP Guidance: Dealing with Waste after Major Disasters	Page A-85
This document provides framework for transporters and waste management facilities to address permit issues and logistics after NJ Governor's Declaration of Emergency for specific areas.	
O. Miscellaneous Fact Sheets and Guidance	
1. Monmouth County Reclamation Center Tariff Summary (rates and rules as of April 1, 2008)	Page A-91
2. Listing and Description of Mandatory Recyclables	Page A-92
3. Advertising Flyers for Monmouth County Recycling Service Programs available as of Fall 2008	Page A-93
(Electronics Recycling, Residential Tire Dropoff, Backyard Composting Workshops, Household Hazardous Waste (HHW) Disposal Days, HHW Facility, Paper Shredding Services)	
4. Rutgers Extension Service Flyer on Grass Clippings	Page A-100
5. NJDEP "Notification of Exempt Recycling" Form	Page A-102
6. NJDEP Recycling Conversion Tables (cy to ton)	Page A-104
7. NJDEP Guidance Letter on Recyclables Storage	Page A-107
8. NJDEP Letter to Businesses on Recycling Enforcement	Page A-109
9. NJDEP Solid Waste and Recycling Database (1985-2006)	Page A-110
10. Miscellaneous Non-Bottle Plastic Recyclers Advertising Flyers (presented as examples, not endorsement)	Page A-111
11. USEPA Energy Star FAQ on Compact Fluorescent Light (CFL) Bulbs (including disposal for broken bulbs)	Page A-115

MONMOUTH COUNTY PLANNING BOARD

FREEHOLD • NEW JERSEY

JOSEPH RETTAGLIATA
Chairman



ROBERT W. CLARK, P.P.
Director

July 31, 2006

TO: MUNICIPAL PUBLIC WORKS DIRECTORS AND RECYCLING COORDINATORS
(c/o MUNICIPAL CLERK – please route to appropriate individuals for response)

RE: MUNICIPAL WASTE MANAGEMENT & RECYCLING SURVEY

Dear Municipal Officials:

The NJDEP has directed each NJ County to update and strengthen its Solid Waste Plan. We had already scheduled a meeting for municipal representatives and private solid waste/recycling companies to discuss and design some of the changes anticipated over the coming year. In order to work together more effectively, your county planners need to update our information on current municipal solid waste and recycling practices. The County has not conducted a detailed waste management survey since June 1994. This information is critical to our future plans, and should also prove useful for your own records.

We are providing three (3) copies of this survey. Please direct one to your Municipal Public Works Director and one to your Municipal Recycling Coordinator. The third copy could be kept in your office and/or provided to your elected officials. As Municipal Clerk, you might have ready access to much of the contract information requested. **Please submit a completed copy of this survey by August 31, 2006 to:**

**Monmouth County Planning Board
Hall of Records Annex
One East Main Street
Freehold, New Jersey 07728**

Please feel free to call me, Fran Metzger or Jim Brown at (732) 431-7460 with any questions on completing this survey. Your assistance is greatly appreciated!

Sincerely,

A handwritten signature in black ink, appearing to read "Larry Zaayenga".

Lawrence J. Zaayenga
County Solid Waste Coordinator

c: Board of Freeholders
County Administrator

HALL OF RECORDS ANNEX • ONE EAST MAIN STREET • FREEHOLD, NEW JERSEY 07728
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ATTACHMENT

MUNICIPALITY _____

1a. RESIDENTIAL SOLID WASTE COLLECTION – SINGLE FAMILY

_____ Municipality collects using own trucks

_____ Municipality contracts collection with private company

_____ Homeowners make their own arrangements

If you use a MUNICIPAL CONTRACTOR, please answer the following:

Name of Contractor _____

Begin/End Date of Contract _____ / _____

Total Cost of Contract _____

Does the total cost above include payment of landfill disposal fees? ____ Yes ____ No

If the landfill fees are paid separately, could you provide an estimate of the annual tonnage and expense:

_____ tons per year \$ _____ per year

Frequency of Solid Waste Collection:

_____ twice/ week _____ once/week

_____ other (describe) _____

(If collection by municipal trucks or via municipal contract)

Is there a limit on the number of bags or containers per household? ____ Yes ____ No

Are residents permitted to place bulky waste with their trash? ____ Yes ____ No

Please describe any specific exclusions or limitations on household trash collections:
(in addition to prohibited recyclables or hazardous waste)

MUNICIPALITY _____

1b. RESIDENTIAL SOLID WASTE COLLECTION – MULTI - FAMILY

_____ Municipality collects using own trucks (_____ for Condos _____ for Apts)

_____ Municipality contracts collection (_____ for Condos _____ for Apts)

_____ Condominium Associations make own arrangements (_____ all _____ some)

_____ Apartment Complexes make own arrangements (_____ all _____ some)

Does municipality reimburse multi-complexes for costs incurred (if they are not collected by municipal trucks or via municipal contract)?

(Condo Associations: _____ yes _____ no) (Apartments: _____ yes _____ no)

If multi-family complexes make their own arrangements:

Are Condominium Associations required to submit any contracts or records to the municipality for review (solid waste or recycling)? _____ yes _____ no

Are Apartment Complexes required to submit any contracts or records to the municipality for review (solid waste or recycling)? _____ yes _____ no

How is household waste collected (Condominium Associations)?

_____ Curbside _____ Containers (_____ each unit _____ centralized collection)

Frequency of Solid Waste Collection:

_____ twice a week _____ once/week

_____ other (describe) _____

Is bulky trash allowed to be mixed with household trash? _____ Yes _____ No

The County hopes to review waste management practices and recycling compliance at larger condominium associations and apartment complexes during the coming two years. It would be very helpful if you could list the name, address and phone number for the major multi-family complexes in your municipality (attach a page if necessary)

MUNICIPALITY _____

1c. SOLID WASTE COLLECTION FROM BUSINESSES

_____ Municipality collects using own trucks

_____ Municipality contracts collection with private company

_____ Businesses make their own arrangements

If municipality collects from business please answer the following:

Is there a special charge for business service? _____ Yes _____ No

Is there a limit on the number or size of containers? _____ Yes _____ No

If yes to either of above questions, please describe fees/limitations:

Are there any specific types of businesses (e.g. fast food or convenience stores)
Which are excluded from municipal solid waste collection service?

Which types of businesses may make use of municipal service?

_____ Small single businesses _____ Small businesses in strip mall

_____ Office complexes or other large businesses _____ No service offered

Is there a local Chamber of Commerce or other business organization the County or
Municipality could work with to review waste management practices and/or provide
with useful information for use by the local business community?

_____ Yes _____ No

If yes: Name _____

Address _____

Phone _____

MUNICIPALITY _____

1d. SOLID WASTE COLLECTION – LOCAL SCHOOL DISTRICTS

_____ Municipality collects using own trucks

_____ Municipality contracts collection with private company

_____ Schools make their own arrangements

If you use a MUNICIPAL CONTRACTOR, please answer the following:

Is this part of the overall municipal solid waste contract? _____ yes _____ no

If no, please provide the following information for SCHOOLS:

Name of Contractor _____

Begin/End Date of Contract _____ / _____

Total Cost of Solid Waste Contract _____

How many school buildings are located within your municipality?

_____ elementary _____ middle schools _____ high schools

_____ trade/votech _____ college/university _____ other

Please provide contact person/address/phone for local school districts:

Elementary (Name) _____

(Address) _____

_____ Phone _____

High Schools (Name) _____

(Address) _____

_____ Phone _____

MUNICIPALITY _____

1e. RESIDENTIAL BULKY WASTE COLLECTION SERVICES

_____ Residents may place limited amounts of bulky waste with household trash

_____ Residents may place bulky waste curbside on designated days
(____ once/month) (____ once/quarter) (____ twice/year) (____ once/year)

_____ Residents must call for special pickup for bulky wastes
(____ no charge) (____ fee for service)

_____ Residents may bring bulky waste to municipal drop off at the Public Works
Yard and/or Municipal Recycling Depot (____ no charge) (____ fee charged)

_____ Residents must make their own arrangements for bulky waste disposal with
a private solid waste hauling company

Please describe any limitations on the quantity or the types of bulky wastes which are
not accepted with bulky waste pickups or at drop off area:

Does your municipality accept refrigerators, air conditioners or other appliances which
contain CFCs? _____ yes _____ no if yes: _____ no charge _____ fee charged

Is illegal dumping of bulky waste materials a problem in your town? _____ yes _____ no

Does your municipality (through "Clean Communities" or other town-sponsored programs)
arrange with local groups for special clean-up days?
_____ yes _____ no

If you accept bulky wastes at a municipal drop off center, does the municipality:
_____ use DPW vehicles to bring wastes to disposal site
_____ use a contract with private hauler to bring wastes to disposal site

If you accept bulky wastes from residential curbside trash pickup, does the municipality:
_____ permit bulk waste to be mixed with other household trash
_____ collect in separate vehicles
_____ other (please describe) _____

MUNICIPAL WASTE MANAGEMENT SURVEY

July 2006

MUNICIPALITY _____

2a. RESIDENTIAL RECYCLING COLLECTION – SINGLE FAMILY

_____ Municipality collects curbside using own trucks

_____ Municipality contracts curbside collection with private company

_____ No residential curbside collection (must use drop off center)

If you use a MUNICIPAL CONTRACTOR, please answer the following:

Name of Contractor _____

Begin/End Date of Contract _____ / _____

Total Cost of Contract _____

Which recyclables are collected (check all that apply)

_____ newspaper _____ corrugated cardboard

_____ commingled bottles and cans (includes plastic? _____ yes _____ no)

_____ mixed paper (if collected - how is it placed at the curb) _____

_____ Other (describe _____)

Are all recyclables collected on the same day as trash? _____yes _____no _____sometimes

How often are the recyclables collected?

_____ once / month _____ twice / month _____ once / week _____ every other week

In “**Single Stream Recycling**” all recyclables (paper, bottles and cans) are placed in one container for pickup. In “**Dual Stream Recycling**” recyclables are placed in two separate containers for pickup (one for paper and one for bottles and cans).....

How do residents prepare recyclables for curbside pickup in your municipality?

_____ Single Stream _____ Dual Stream _____ Bottles & Cans in Container, News Tied

_____ Corrugated Cardboard Flattened _____ Other (describe) _____

MUNICIPALITY _____

2b. RESIDENTIAL RECYCLING COLLECTION – MULTI - FAMILY

_____ Municipality collects using own trucks (___ for Condos ___ for Apartments)

_____ Municipality contracts collection with private company (___ for Condos only)

_____ Service not provided to Multi-Family Complexes (___ provided to some)

If using a MUNICIPAL CONTRACTOR, is this part of your overall recycling contract, or is this provided via a separate municipal contract? _____ part of overall contract
_____ separate contract

If not provided by municipality or via municipal contract, does the municipality reimburse the Condo/Townhouse Association for costs incurred? _____ yes _____ no

Which recyclables are collected? (check all that apply)

_____ newspaper _____ corrugated cardboard

_____ commingled bottles and cans (includes plastic? _____ yes _____ no)

_____ mixed paper _____ Other (describe _____)

It is assumed any Apartment Complex will have a common drop off area. Please answer the following four questions for any Condominium/Townhouse Associations...

How often are recyclables collected?

___ once/month ___ twice/month ___ every other week ___ once week

How are recyclables collected? _____ Curbside _____ Drop Off Area w/containers

If common drop off area:

How many units share one drop off area? _____

Are there recycling containers at every trash disposal area? _____ yes _____ no

For Apartment Complexes, please answer this question again:

Are there recycling containers at every trash disposal area? _____ yes _____ no

How many different condominium/townhouse associations are in your town? _____

How many different apartment complexes are in your town? _____

MUNICIPALITY _____

2c. RECYCLING COLLECTION – BUSINESSES

_____ Municipality collects some/all using own trucks

_____ Municipality contracts some/all collection with private company

_____ No Service provided to any businesses

If using a MUNICIPAL CONTRACTOR, is this part of your overall recycling contract, or is this provided via a separate municipal contract? _____ part of overall contract
_____ separate contract

Which recyclables are collected (check all that apply)

_____ newspaper

_____ corrugated cardboard

_____ commingled bottles and cans (includes plastic? _____ yes _____ no)

_____ Hi-Grade Office Paper

_____ Mixed paper

_____ Other (describe _____)

How often are the recyclables collected?

_____ once / month

_____ twice / month

_____ once / week

_____ more often

For municipal or municipal contract business recycling collections:

What types of businesses are excluded from municipal collection? (e.g. categories of business such as fast food or convenience store; size of business if over certain amount of floor space or number of employees; quantity of recyclables if more than two 30 gallon containers or a certain size dumpster, etc.) Please describe:

Does your municipality have a mercantile licensing requirement? _____ yes _____ no

Are businesses required to submit some type of annual report? _____ yes _____ no

MUNICIPALITY _____

2d. RECYCLING COLLECTION – SCHOOLS

_____ Municipality collects using its own trucks

_____ Municipality contracts collection with a private company

_____ Schools must make their own arrangements

If you use a MUNICIPAL CONTRACTOR, please answer the following:

Is this part of the overall municipal recycling contract? _____ yes _____ no

If no, please provide following information for SCHOOLS:

Name of Contractor _____

Begin/End Date of Contract _____ / _____

Total Cost of Contract _____

Which recyclables are collected (check all that apply)

_____ newspaper _____ corrugated cardboard

_____ commingled bottles and cans (includes plastic? _____ yes _____ no)

_____ Hi- Grade Office Paper _____ Mixed paper

_____ Other (describe _____)

Please confirm the following with your local school(s):

Are recycling containers in each classroom? _____ yes _____ no In cafeteria? _____ yes _____ no

Does the school distribute recycling information to teachers and administrators? _____ yes _____ no

How would you rate the schools' recycling efforts in your town? (Grade A+ to F) _____

It would be most appreciated if you could **forward a list of local schools (with addresses and phone numbers)** when you return this survey. Thanks so much!

MUNICIPAL WASTE MANAGEMENT SURVEY

July 2006

MUNICIPALITY _____

3. VEGETATIVE WASTE COLLECTIONS

Does your municipality provide seasonal curbside leaf collections? _____ yes _____ no

Leaf collection is provided by: _____ Municipal Vehicles _____ Municipal Contractor

Frequency of leaf collections: _____ Once (Fall Only) _____ Twice (Spring & Fall)

Other (describe) _____

Does municipality provide leaf collection for any businesses or institutions? (check if yes)

_____ along every municipal road _____ to multi-family/apartment complexes

_____ to schools _____ to central business district _____ to other businesses

Where were collected leaves taken to in 2005?

_____ Municipal Compost Site (location _____)

_____ Farm Mulch Site(s) (location(s) _____)

_____ Other (describe _____)

Estimated Quantity of Leaves Collected Winter 2005/Spring 2006: _____ cy

Does municipality schedule any curbside brush collections? _____ yes _____ no

_____ once/year _____ twice/year _____ more than twice/year _____ on an 'on call' basis

Does municipality shred or chip collected brush? _____ yes _____ no

Where is collected brush and/or chips taken? _____

Please describe any limitations on the types or quantities of brush collected at curbside:

Does the municipality collect any grass clippings? _____ yes _____ no

Does the municipality impose any penalties for placing leaves, brush or other vegetative waste at curbside outside scheduled collection dates? _____ yes _____ no

MUNICIPAL WASTE MANAGEMENT SURVEY

July 2006

MUNICIPALITY _____

4. MUNICIPAL RECYCLING DEPOT & DROP-OFF SITE

Does the municipality operate a Recycling Center? Yes No

If no, please explain why not: _____

If yes, please answer the following:

Location(s) _____

Days and Hours of Operation _____

Is the Recycling Center manned when open? Yes No
Do residents need a permit or identification? Yes No
Are small businesses permitted to use the Center? Yes No
If businesses are permitted, are there any fees or
limitations (please describe)? _____

What materials are accepted? (please check all applicable materials)

- newspapers cardboard mixed paper glass bottles & jars
 aluminum cans tin cans plastics bottles
 household batteries automobile batteries waste oil
 leaves grass brush tree limbs (size limit? in.)
 reusable clothes concrete asphalt tires
 scrap metal (include appliances w/o CFCs? yes no)
 appliances with CFCs e.g. refrigerator/air conditioner (fee req'd? yes no)
 computers & electronics other recyclables (list _____)

Continued next page

Page 12 of 16 pages

Does the municipality accept bulk waste for disposal at its Recycling Center?

yes no

If yes, please describe any fees or limitations:

Does the municipality operate a Vegetative Waste Composting Site?

yes no

If yes, please note the location and NJDEP identification number:

Compost Site NJDEP ID Number: _____

Location: _____

Materials Composted: Leaves Chipped Brush Grass Clippings

Are Wood Chips or Compost Available to Local Residents? Yes No

Handling and Marketing of Accumulated Recyclables (check all that apply):

Municipality provides containers and hauls recyclables directly to market

Hauler or Market provides container and hauling services when filled

Municipality is paid for some recyclables (please list any materials for which you are presently paid _____)

Please indicate any common problems you experience with your Recycling Center:

contamination (materials in wrong containers/inappropriate materials/trash mixed with recyclables/materials left in plastic bags/etc.)

illegal users (out-of-town residents or businesses e.g. landscapers/etc.)

materials left outside of regular business hours/illegal dumping at Center

insufficient manpower to operate or monitor use of Recycling Center

other (describe _____)

Do you share Recycling Center with another municipality? Yes No

If yes, with which town(s)? _____

MUNICIPALITY _____

5. MUNICIPAL RECYCLING REGULATIONS

Every NJ municipality is required to have adopted a "Mandatory Recycling Ordinance" with specific content. However, numerous ordinances have not be reviewed or updated for years. Please **SUBMIT A COPY OF YOUR EXISTING RECYCLING ORDINANCE**, after reviewing it to answer the following:

What was the date of the last recycling ordinance update (month/year)? _____

Does the Municipal Recycling Ordinance list mandated recyclables? _____ yes _____ no

Does the ordinance include an "anti-scavenging" clause? _____ yes _____ no

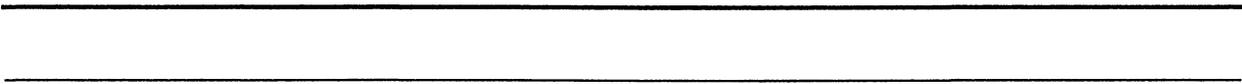
Does the ordinance call for the appointment of a Municipal Recycling Coordinator, and list their responsibilities? _____ yes _____ no

Does the ordinance provide specific penalties for non-compliance? _____ yes _____ no

Does the ordinance specify enforcement agency or personnel? _____ yes _____ no

Has the municipality pursued any recycling enforcement against any violator within the past three years? _____ yes _____ no

Please provide a brief description of any inspections, reports or other activities conducted or required by the municipality to insure that businesses and institutions are aware of and provide for recycling:



The 1987 "NJ Source Separation and Recycling Act" also amended the Municipal Land Use Law regarding local master plans and development regulations. Often, the Municipal Planning Board & other agencies seem unaware of these requirements, which are useful to recycling compliance.

Does the municipality have a "Recycling Element" in its local Master Plan? _____ yes _____ no

Does the municipality's Development Regulations include requirements for major subdivisions and all site plans to include provisions for trash and recycling areas in each home and for every business, as well as a narrative recognizing local recycling requirements and describing (for all businesses, institutions and multi-family complexes) how trash and individual recyclables will be managed at the location?

_____ yes _____ no

Is the Municipal Planning Board and Zoning Board aware of the requirements for any developer to provide for trash and recycling provisions in their application?

_____ yes _____ no

Continued next page

Are applicants for construction and demolition permits required to describe arrangements for recycling and waste disposal before getting their permit? yes no

Does the municipality require any refundable deposit, fees and/or any follow-up reports or documentation before closing out the C & D permit file?

(If yes, please describe below) yes no

PLS. SUBMIT A COPY OF YOUR LATEST RECYCLING NEWSLETTER/NOTICE

Does the municipality provide any regular communication to local residents and businesses regarding local solid waste and recycling programs? yes no

How is this done? newsletter other (describe _____)

How often is this done? monthly quarterly twice/year annually

Is this information also provided to businesses? yes no

Does the municipality provide any targeted mailings to new residents or businesses?
(for new residents yes no) (for new businesses yes no)

Does the municipality provide recycling information on its website? yes no

Please list web address for municipal recycling page: _____

Please list any special municipal committees advising the governing body on solid waste management and recycling issues (e.g. Environmental Commission or other):

Please list the name/contact information for **MUNICIPAL RECYCLING COORDINATOR**:

Phone _____ Fax _____

Best time to contact _____

MUNICIPAL PROGRESS REPORTS

The Office of Solid Waste and Recycling has developed a Municipal Progress Report to determine the effectiveness of a municipality's solid waste and recycling program.

Reports will determine municipal compliance with New Jersey Statutory requirements and the county solid waste plans as well as its progress towards achieving the state goal of 50% recycling of the municipal solid waste stream, and 60% of the overall solid waste stream.

The Municipal Progress Report is separated into four (4) categories; each assigned twenty-five (25) points for a maximum grade of one-hundred (100) points.

- Administration
- Scope of Services
- Enforcement
- Effectiveness

The Monmouth County Solid Waste Data Base has revealed that approximately **25%** of our towns achieve the state goal of 50% recycling of the municipal solid waste stream and 60% of the overall solid waste stream.

The state requires each county to update and implement a solid waste management plan that will increase recycling efforts. To accomplish this goal the county must:

- Determine the effectiveness of each municipality's solid waste and recycling program
- Educate and work with municipalities to improve their solid waste and recycling program to achieve the state goals of recycling.
- Consider steps to encourage better compliance by those municipalities falling short of the state goals and not meeting statutory requirements

ADMINISTRATION – 25 POINTS

To determine the effectiveness of how a municipality administers their solid waste and recycling program, we use four (4) categories:

Filing of the Annual Recycling Tonnage Grant Report – 6 points

- The annual tonnage report will determine the recycling rate and the amount of recycling grant money the municipality will receive each year. This report is mandated by state law, and is important in determining recycling progress and problems. Towns that do not file a report will not receive a grant for that year.
- Each year a municipality must submit a new resolution with the recycling tonnage report to be eligible to receive recycling grant monies

Effective Mandatory Recycling Ordinance & Reports – 6 points

- Recycling Ordinance should spell out how the municipality's solid waste and recycling program should operate, designate a recycling coordinator, how and who will enforce the municipality's solid waste and recycling program. Updating the municipal recycling ordinance will help a town keep up with changes.
- The county office requests solid waste and recycling information from the municipalities in the form of questionnaires and surveys. This information is vital to our office to update and implement the county solid waste management plan.

Distributing Newsletters/Notices to Residents, Businesses & Schools – 6 points

- Newsletters, notices, mailings and municipal web sites are all important tools in communicating with residents, businesses, schools and institutions on municipal recycling programs
- The frequency and methods used to communicate plays a important role in the success of a municipality's solid waste and recycling program

Active Municipal Recycling Coordinator – 7 points

- An active municipal recycling coordinator plays a vital role in the success of their solid waste and recycling program.
- How a municipal recycling coordinator communicates and interacts with the residents, businesses and schools in the municipality will determine the success of their solid waste and recycling program

GRADING SCALE EVALUATION - MATRIX

ADMINISTRATION - 25 POINTS

Annual Tonnage Report - 6 points

- 6 pts - Effective Complete report and resolution filed on time
- 5 pts - Good Complete report and resolution filed 2-4 months late
- 3 pts - Fair Complete report and resolution filed over 4 months late
- 2 pts - Poor Complete report and resolution filed 1st Notice of Delinquency
- 1 pts N/I Complete report and resolution filed -2nd Notice of Delinquency
- 0 pts No report or resolution filed
- * N/I Needs Impr

Effective Mandatory Recycling Ordinance & Reports- 6 points

- 6 pts - Effective Ordinance and Reports complete and up to date
- 4 pts - Good Ordinance and Reports adequate, but needs update and revision
- 3 pts - Fair Ordinance fails to address all required areas
- 2pts - Poor Ordinance and Reports missing critical information
- 1 pt - N/I No updates or revisions

Distributes Newsletters/Notices to Residents, Businesses & Schools - 6 points

- 6 pts - Effective Distributes recycling newsletters to residents, business, schools at least 2 times per year
Maintains a municipal recycling web site and provides recycling information to new residents and businesses
- 4 pts - Good Distributes recycling newsletters to residents, businesses, schools at least 2 times per year
and maintains a municipal recycling web site
- 3 pts - Fair Distributes recycling news letters to residents and businesses twice a year (as required by law)
- 2 pts - Poor Distributes recycling newsletters to residents twice a year
- 1 pt - N/I Distributes recycling newsletters to residents once a year

Active Municipal Recycling Coordinator - 7 points

- 7 pts - Effective Municipal Recycling Coordinator (MRC) works with residents, business, schools, Monmouth
County (MC) Office of Recycling and attends regular MRC meetings
- 5 pts - Good MRC works with residents, businesses, schools, MC Office of Recycling and attends
some MRC meetings
- 3 pts - Fair MRC works with residents, businesses, and limited contact with schools and county
- 2 pts - Poor MRC works with residents only, limited contact with schools and county
- 1 pt - N/I MRC has little interaction with residents, business, schools, MC Office of Recycling

SCOPE OF SERVICES – 25 POINTS

To determine the effectiveness of the services a municipality provides to a community for participating in the solid waste and recycling program, we use four (4) categories:

Curbside Pick up of Recyclable Materials –7 points

- A municipality providing or contacting for the collection of recyclable materials at the curb is the most convenient and effective method available for residents, businesses and schools to participate in a recycling program
- The frequency and methods will impact the effectiveness of the participation

Operates a Recycling Depot and/or provides some shared services– 8 points

- Hours and days of operation will greatly impact the effectiveness of the participation. A full service depot operates at least 5 days a week, of which one includes a Saturday.
- A depot that offers services to residents and small businesses creates additional opportunities for recycling
- A full service depot that accepts additional recyclable materials encourages greater participation. Such as electronics, white goods, textiles, brush
- A standard depot operates at least 2 days per week, of which one is a Saturday. Accepting cardboard, mixed paper, newspapers, bottles and cans.

Works with Schools to Educate and Promote Recycling – 6 points

- One of the key components of a successful recycling program is education
- A municipality that visits with school administrators, faculty, students, and custodians, and provides recycling educational materials, promotes recycling and encourages students to bring the recycling message back home to their parents
- Some municipalities will use grant monies to purchase recycling containers and/or provide educational programs

Conducts Special Recycling Events and Meetings – 4 points

- A municipality that conducts an annual environmental event and includes proper waste management as part of that event, promotes recycling and encourages participation
- Some municipalities host the county's Municipal Recycling Coordinator's bi-monthly meetings and/or Backyard Composting Workshops. This offers an opportunity for recycling coordinators and residents from surrounding communities to participate and receive updates on proper waste management
- Needs to set an example with its recycling provisions at government buildings

GRADING SCALE EVALUATION - MATRIX

SCOPE OF SERVICES - 25 POINTS

Curbside Collection for Recyclables - 7 points

- 7 pts - Effective Town provides or contracts recycling collection to single family, multi family units, schools and some businesses
- 5 pts - Good Town provides or contracts recycling collection to single family and multi family residents; schools/or businesses
- 4 pts - Fair Town provides or contracts recycling collection for single family residents and multi-family units
- 2 pts - Poor Town provides or contracts for recycling collection for single family residents
- 1 pt - N/I Town does not provide recycling collection and requires residents to subscribe for services

N/I = Needs Improvement

Note: If a town does not have multi-Dwellings, schools or businesses they will not lose points

Operates a Recycling Depot and/or provides some shared services - 8 points

- 8 pts - Effective Operates a full service recycling depot operates at least five days a week, of which one day includes a Saturday, offers this service to small business and accepts additional materials
- 6 pts - Good Operates a standard recycling depot for residents and small businesses, but operates five days a week, of which one day is a Saturday
- 4 pts - Fair Operates a full service recycling depot for residents and small businesses but has limited hours and days of operation
- 2 pts - Poor Operates a standard recycling depot for residents only
- 1 pt - N.I Provides limited services

Works with Schools to Educate and Promote Recycling - 6 points

- 6 pts - Effective Visits and works with school administrators, custodial staff and county to educate and promote school recycling. Also provides educational materials
- 4 pts - Good Actively works with school administrators to educate and promote school recycling with staff
- 3 pts - Fair Schedules visits to schools to promote good recycling practices
- 2 pts - Poor Distributes information to schools to educate and promote recycling
- 1 pt - N.I Limited or no contact with schools to educate and promote recycling

Conducts Special Recycling Events and Meetings - 4 points

- 4 pts - Effective Conducts annual recycling/environmental awareness events and hosts MRC/BYC meetings
- 3 pts - Good Conducts annual community event which includes recycling/environmental awareness, and hosts MRC/BYC meetings
- 2 pts - Fair Conducts annual community day which includes recycling/environmental awareness
- 1 pts - Poor Does not conduct annual recycling awareness events or hosts MRC/BYC meetings
- 0 pt - N.I Limited or no participation

ENFORCEMENT – 25 POINTS

To determine the effectiveness of how a municipality encourage residents, businesses, school and institutions to comply with recycling mandates; we use four (4) categories:

Recycling Enforcement Section in Municipal Ordinance –6 points

- A municipality has the authority to enforce recycling mandates in its community
- How the enforcement is laid out in the ordinance will determine the municipality's ability to encourage compliance
- Designating a municipal employee as an enforcement official enables the town to have someone monitor compliance

Code Official Inspects for Compliance on a Regular Basis– 7 points

- Conducting regular (several times a month) recycling inspections is an effective method used to encourage residents, businesses, schools and institutions to comply with the recycling program
- Conducting regular recycling inspections allows a municipality to have direct contact with everyone in the community and properly address concerns involving proper waste disposal

Municipality Issues Written Warnings and Summonses for Recycling Violations – 6 points

- A written warning is an effective way to get the attention of those who do not comply with recycling mandates
- Written warning encourages better compliance
- Failure to respond to warnings should result in a summons requiring a fine and/or court appearance

Work with the County's Solid Waste Enforcement Team – 6 points

- The Monmouth County Solid Waste Enforcement Team (SWET) conducts random recycling compliance inspections in all municipalities. Copies of documented violations are sent to each municipality.
- A designated recycling code official can use SWET violations to monitor and improve compliance
- SWET will assist any municipality in improving recycling compliance. Requesting assistance from SWET requires the designated recycling code official to contact SWET directly

GRADING SCALE EVALUATION - MATRIX

ENFORCEMENT - 25 POINTS

Recycling Enforcement Section in Municipal Ordinance

- 6 pts - Effective Municipal Ordinance designates (1) enforcement official (2) Penalty for non-compliance (3) Pursue violators, (4) Ordinance Enforced by designated official in person
- 4 pts - Good Municipal Ordinance designates (1) enforcement official (2) has penalty for non-compliance (3) pursues violators (4) ordinance enforced by mailings
- 3 pts - Fair Municipal Ordinance designates (1) enforcement official (2) penalty for non-compliance - does not pursue violators
- 2 pts - Poor Municipal Ordinance does not include an designated enforcement office and/or penalty for non-compliance
- 1 pt - N/I Municipal Ordinance does not include enforcement section

Designated Code Official to inspect for violations on a regular basis

- 6 pts - Effective Code Official regularly inspects residential and business for recycling violations
- 4 pts - Good Code Official regularly inspects for residential recycling violations
- 3 pts - Fair Code Official periodically inspects for residential recycling violations
- 2 pts - Poor Code Official does some inspections for recycling violations
- 1 pt - N/I Code Official does not do recycling inspections

Issues Written Warnings for Recycling Violations

- 7 pts - Effective Code Official does inspections, writes warnings for recycling violations and does follow up and issue a summons if necessary
- 5 pts - Good Code Official does inspections, and writes warnings for recycling violations
- 3 pts - Fair Code Official does some inspections and writes warnings for recycling violations
- 2 pts - Poor Town issues written warnings only on SWET issued violations
- 1 pt - N/I Town does not issue written violations

Works with the county's Solid Waste Enforcement Team to Encourage Recycling Compliance

- 6 pts - Effective Designated Municipal Code Official works with the county Solid Waste Enforcement Team doing recycling inspections and meetings. Writes recycling warnings and does follow up
- 4 pts - Good Designated Municipal Code Official actively inspects for recycling violations, writes warnings, and does follow up
- 3 pts - Fair Designated Municipal Code Official will reply to a SWET generated recycling violation and follow up
- 2 pts - Poor Will contact SWET if only required
- 1 pt - N.I Limited or no contact with SWET, limited or no recycling compliance enforcement

EFFECTIVENESS OF PROGRAM – 25 POINTS

The effectiveness of a municipality's recycling program can be measured by using the State mandated recycling goals of:

- 50% recycling of the municipal solid waste stream
- 60% recycling of the overall solid waste stream

50% Recycling of the Municipal Solid Waste Stream –12.5 points

- Municipal solid waste stream consists of household and commercial trash
- Municipal solid waste includes recyclable cardboard, mixed office paper, newspaper, magazines, junk mail, glass containers, aluminum containers, steel containers, anti-freeze, waste oil, brush, tree parts, grass clippings, leaves, household batteries, food scraps, other glass, other plastic, textiles
- How much a municipality can recover and recycle from its' municipal solid waste determines their municipal recycling rate

60% Recycling of the Overall Solid Waste Stream– 12.5 points

- Overall solid waste includes municipal solid waste as well as bulky and all other non-hazardous solid waste, generated from all sources within the municipality.
- Overall recyclable solid waste consists of all recyclable materials listed above in the municipal solid waste stream, plus heavy iron, non-ferrous metals, aluminum scrap, white good, lite iron, lead-acid batteries, scarp auto, tires, stumps, concrete, asphalt, block, petro-contaminated soil, wood scraps and miscellaneous
- How much a municipality can recover from the overall solid waste stream and recycle determines their overall recycling rate

GRADING SCALE EVALUATION - MATRIX

EFFECTIVENESS OF PROGRAM - 25 POINTS

Municipal Recycling Program - State Goal 50% Recycling Rate of Municipal Solid Waste Stream

12.5 pts	50% or better recycling of municipal waste stream
9 pts	40-49% recycling of municipal waste stream
7 pts	30-39% recycling of municipal waste stream
5 pts	20-29% recycling of municipal waste stream
3 pts	10-19% recycling of municipal waste stream
0 pts	0-9% recycling of municipal waste stream

Overall Recycling Program - State Goal 60% Recycling Rate of Overall Solid Waste Stream

12.5 pts	60% or better recycling of overall waste stream
9 pts	50-59% recycling of overall waste stream
7 pts	40-49% recycling of overall waste stream
5 pts	30-39% recycling of overall waste stream
3 pts	10-19% recycling of overall waste stream
0 pts	0-9% recycling of overall waste stream

**SENT TO: RECYCLING HAULERS AND FACILITIES, AND TO
LARGER BUSINESSES HANDLING THEIR OWN
RECYCLABLES (e.g. Supermarkets, Department and
Convenience Store Chains)**

(GUIDANCE LETTER REGARDING RECYCLING TONNAGE REPORTS)

To Whom It May Concern

In 2006, the Monmouth County Solid Waste Enforcement Team and the Monmouth County Planning Board's Recycling Section conducted investigations/surveys to document the reporting of recyclable materials generated from Monmouth County municipalities, businesses, schools and institutions for the calendar year of 2005. We observed a great deal of confusion as to who is required to report, whom the information should be reported to and how the information should be reported.

This letter is to remind and assist recycling facilities, haulers, transporters and businesses that service Monmouth County municipalities, business, schools and institutions, they are required to document and report all source separated recycled materials.

Recycling Facilities – N.J.A.C. 7:26A-4.4 Tonnage reporting requirements, regulates how, when and to whom annual recycling data must be reported, (a copy of this administration code is attached):

- All operators of recycling centers are required to provide a tonnage report by February 1st of each year to the municipality of origin for which recyclable materials are received in the previous calendar year
- All operators of recycling centers shall provide a tonnage report by February 1st of each year to the county of origin, (if requested by the county), for which recyclable materials are received in the previous calendar year
- Operators of Class A recycling centers shall also submit a copy of this report to the N.J. Department of Environmental Protection (address listed in the code)
- The report should be on business letter head and shall detail (sample attached)
 1. Name of the municipality (ies) of origin
 2. Each type of source separated recyclable material
 3. Quantity of source separated recyclable materials, expressed in gallons, tons or cubic yards

- The hauler, transporter and/or business bringing source separated recyclable materials to an in state recycling center will receive a receipt for materials accepted. A copy of this receipt should be provided by the hauler to the municipality of origin

Transporters of Source Separated Materials – N.J.A.C. 7:26A-8.1 (copy of administration code attached) regulates how, when and to whom annual recycling data must be reported if the source separated materials are transported to manufacturers and recycling centers located in states other than New Jersey.

Transporter includes any solid waste hauler, municipality; or business that collects source separated recyclable materials and transports them to a manufacturer or recycling center located in states other than New Jersey.

Transporters of source separated recyclable materials:

- Must provide to the municipality (ies) of origin, by February 1st of each year, a recycling tonnage report listing all source separated materials transported the previous calendar year
- Shall provide the county (ies) of origin, if requested by the county, a recycling tonnage report listing all such source separated materials transported the previous calendar year
- The report shall detail (sample attached):
 1. The municipality (ies) of origin
 2. The name and locations of the out of state manufacturer or recycling center accepting the source separated materials
 3. The type of each source separated material
 4. The quantity of each source separated material, expressed in gallons, tons or cubic yards

At this time Monmouth County is not requesting copies of these reports, but reserves the right to do so in the future if we determine annual recycling tonnage reports are not being provided to Monmouth County municipalities.

Should you have any questions or need assistance in complying with these reporting requirements, please contact Jim Brown at (732) 431-7460 or via email jbrown@monmouthplanning.com

Thank you for your cooperation

James H Brown
Assistant District Recycling Coordinator

Cc: Monmouth County Solid Waste Enforcement Team
Larry Zaayenga, Solid Waste Coordinator
Fran Metzger, District Recycling Coordinator

N.J.A.C. 7:26-4.4 Tonnage reporting requirements

(a) All operators of recycling centers shall provide a recycling tonnage report by February 1 of each year to the county of origin (if requested) and all municipalities from which recyclable material is received in the previous calendar year. For operators of Class A recycling centers, this report shall also be submitted to the Department. The report shall detail the amount of each source separated recyclable material, expressed in gallons, tons or cubic yards, accepted from each municipality. Those persons specifying this information in cubic yards shall also indicate the conversion ratio of the materials from cubic yards to tons. Those persons reporting the recycling of lamps shall also report the volume of the materials in linear feet. Non-tubular lamps may be reported as individual units. Those persons reporting on mercury-containing devices shall also report the number of devices received. Lamps or mercury containing devices which are shipped using a hazardous waste manifest may be reported in pounds or gallons.

(b) Except as otherwise provided in N.J.A.C.7:26A-1.4(b)4, all persons operating pursuant to an exemption as set forth at N.J.A.C. 7:26A-1.4 shall provide recycling tonnage reports by February 1 of each year to the applicable municipalities, to the county and to the New Jersey Department of Environmental Protection, Division of Solid and Hazardous Waste, Bureau of Recycling and Planning, P.O. Box 414, Trenton, New Jersey 08625-0414 for the previous calendar year. The report shall detail the amount of each source separated recyclable material, expressed in tons, cubic yards, cubic feet, or gallons received, stored, processed or transferred. Those persons specifying this information in cubic yards shall also indicate the conversion ratio of the materials from cubic yards to tons. Those persons reporting the recycling of lamps shall also report the volume of the received materials in linear feet. Non-tubular lamps may be reported as individual units. Those persons reporting on mercury-containing devices shall also report the number of devices received. Lamps or mercury containing devices which are shipped using a hazardous waste manifest may be reported in pounds or gallons.

N.J.A.C.726A-8.1 Reporting requirements

All transporters of source separated recyclable materials transported to manufacturers and recycling centers located in states other than New Jersey shall provide the county (ies) of origin (if requested) and all municipalities of origin, by February 1 of each year, a recycling tonnage report covering all such source separated materials transported the previous calendar year. The report shall detail the municipality of origin, the name and location of the manufacturer or recycling center and the amount of each source separated recyclable material, expressed in gallons, tons or cubic yards, brought to each manufacturer or recycling center from each specific municipality of origin. Those persons specifying this information in cubic yards shall also indicate the conversion ratio of the materials from cubic yards to tons.

SAMPLE REPORT FORM FOR:
RECYCLING CENTERS LOCATED IN NEW JERSEY

**ABC Recycling Center
123 Main Street
Anytown, NJ 00000**

**February 1, 2007
(date report filed)**

Calendar Year 2006

Monmouth County

Municipality	ONP	OCC	COM	MP	Totals
Belmar	9.75	16.98	43.83	14.95	85.51
Hazlet	12.06	9.76	71.99	74.77	168.58
Long Branch	37.75	18.52	87.26	18.51	162.04
Neptune	88.96	35.82	96.16	5.05	225.99
Tinton Falls	57.6	56.4	75.45	46.64	236.09
TOTALS	206.12	137.48	374.69	159.92	878.21

Definitions:

- ONP = Old News Print
- OCC = Corrugated Cardboard
- COM= Commingled Bottles and Cans
- MP = Mixed Paper

NOTE:

- You may arrange this form to fit the needs of your company data base
- All above figures are examples only and reported in tons

SAMPLE REPORT FORM FOR:

TRANSPORTERS BRINGING RECYCLABLES TO OUT-OF-COUNTY FACILITIES

ABC Transport Company
 123 Main Street
 Anytown, Pa 00000

February 1, 2007
 (date report filed)

Calendar Year 2006

Monmouth County

Municipality	ONP	OCC	COM	MP	Totals	Manufacturer/ Recycling Center	Location
Belmar	9.75	16.98	43.83	14.95	85.51	We Recycle Co	Somewhere, Pa
Hazlet	12.06	9.76	71.99	74.77	168.58		
Long Branch	37.75	18.52	87.26	18.51	162.04		
Neptune	88.96	35.82	96.16	5.05	225.99	IBA RECYLER	Anywhere, NY
Tinton Falls	57.6	56.4	75.45	46.64	236.09		
TOTALS	206.12	137.48	374.69	159.92	878.21		

* See reverse side for definitions and comments

Definitions:

- ONP = Old News Print
- OCC = Corrugated Cardboard
- COM= Commingled Bottles and Cans
- MP = Mixed Paper

NOTE:

- You may arrange this form to fit the needs of your company data base
- All above figures are examples only and reported in tons
- Transporters must list the out of state Manufacturer and/or Recycling Center, source separated recyclable materials are taken

The New Jersey Recycling Certification Series

THE NEW JERSEY RECYCLING CERTIFICATION SERIES -- GENERAL INFORMATION

New Jersey's Recycling Enhancement Act requires that reports or other recycling related documents be signed/certified by a Certified Recycling Professional (CRP). Since its inception in 1993, the New Jersey Recycling Certification Program has trained over 250 individuals in topics ranging from economics to truck routing and public communication. In response to the need for CRPs generated by the passage of the Act, the New Jersey Agricultural Experiment Station (formerly Rutgers - Cook College) Office of Continuing Professional Education (OCPE), in cooperation with the New Jersey Department of Environmental Protection (NJDEP) and the Association of New Jersey Recyclers (ANJR), has expanded the program into two tiers, with the type of training program a potential attendee requires determined by a combination of experience, prior training and existing certifications.

The series requirements (listed below) have been revised to include a four-day "alternate" certification program (and associated exam) to meet the needs of county, municipal or government employees who possess certain levels of experience, training, professional certification or a combination of all three. Those NOT meeting these criteria (outlined below) will be required to complete the full nine class, 21-day program. An updated recertification requirement has also been developed for those who completed the series, but have let their certification lapse.

1. **Persons With No Formal Training**

- a. Not in a position
 - i. Must complete the full (21-day) program
- b. Holding a title and with less than ten (10) years experience
 - i. Must complete the full (21-day) program

2. **Persons Seeking Recertification** (*those with lapsed or inactive CRP certification*)

- a. Must complete the "Application for Certification/Recertification" form to document work experience and recycling-related activities and/or accomplishments (including the date of initial certification)
- b. Must attend an offering of "The Recycling Coordinator's Primer" and
- c. Must complete nine (9) additional hours of continuing education (as outlined in CRP program guidance) within one (1) calendar year of the initial request for recertification

3. **Persons Holding a Title and With Experience** (*these requirements would apply to those in the positions of Clerk, Health Officer, Township Manager, Purchasing Agent, Township Engineer, Recycling Coordinator, District Recycling Coordinator and related statutory positions - county, municipal or government employees only*)

- a. Those with ten (10) or more years of experience/time in the position:
 - i. Must complete the "Application for Certification/Recertification" form to document work and/or Civil Service experience and recycling-related activities and/or accomplishments
 - ii. Must complete the four (4) day alternate program and pass the CRP exam
- b. Those with less than 10 years of experience/time in the position
 - i. Must complete the full (21-day) program

1. **Certified Public Works Managers** (*those who have passed the CPWM exam and hold a current certification*) *Note: all programs will provide CPWM recertification credits.*

- a. With ten (10) or more years of experience:
 - i. Must complete the "Application for Certification/Recertification" form to document work experience and completion of the CPWM course, including date of initial certification and CPWM number
 - ii. Must complete the four (4) day alternate program and pass the associated exam
- b. With less than ten (10) years of experience
 - i. Must complete the full (21-day) program, with exemptions for overlapping CPWM courses (i.e., Management Skills, Public Policy and Communications Skills)

The New Jersey Recycling Certi

The determination of which training course is applicable to a given individual will be made through review of the "Application for Certification/Recertification" (available at www.cpe.rutgers.edu or by calling 732-932-9271) by members of the Recycling Advisory Committee, a group of professionals from the fields of recycling, solid waste and government, charged with constantly reviewing and updating the series training. A copy of this form must accompany all registration forms or be sent separately for review prior to program registration. **NO EXCEPTIONS WILL BE MADE!**

(1) THE FULL CERTIFICATION SERIES

Based on the outlined certification requirements, an individual is required to attend the nine (9) required courses (listed below) and successfully complete all course proficiency assignments. Once certified, CRPs must complete 12 hours per year of continuing professional education/training on issues relating to solid waste and /or recycling in order to maintain their certification. Each series of classes will be offered three (3) times during the period September 2008 through June 2010; registrants are required to complete the program within a single series. Cross-registration between series will be considered only under exceptional circumstances.

The Recycling Coordinator's Primer (Half-Day Program)

Fee: \$90

Multiple fee: \$75

Course Coordinator: Dom D'Altio

This course serves as an introduction to recycling in New Jersey – and to the series as a whole. The course will present information about the rules and regulations governing and regulating recycling (and solid waste) in New Jersey, including the latest updates. The course will also address the fundamental duties of recycling coordinators and others involved in recycling programs.

New Jersey Recycling: Practice and Theory (Six-Day Program)

Fee: \$385

Multiple fee: \$360

Course Coordinators: Wayne DeFeo & Dom D'Altio

Recycling has evolved from something that we do just because it is environmentally sound to something that has substantial economic and sustainability benefits as well. Through hands-on activities and visits to solid waste and recycling facilities across the state, this course will show you how recycling can become "asset management" and a vital part of your organization's operations. You will learn how to perform a waste audit, understand recycling markets, increase participation rates, put efficiency to work for you and much, much more! NOTE: Days 1 and 6 will be held in New Brunswick; Days 2-5 will involve field trips to recycling and/or solid waste facilities in the NJ/NY/PA area.

Improving Your Management and Leadership Skills (Two-Day Program)

Fee: \$275

Multiple fee: \$260

Course Coordinators: Ned Lipman & Terry Tomsky

Are you building a winning team at your organization? This two-day program will strengthen your management and leadership skills. A test run of your interpersonal and communication methods will allow participants to work collectively on thought-provoking and valuable management and supervisory issues. In addition, all students will complete a self assessment that will clearly define their unique management strengths and strategies for improvement as supervisors/managers. The attributes of winning teams and how to build them will also be explored, along with tips on how to conduct successful interviews.

Recycling Non-Traditional Materials (One-Day Program)

Fee: \$115

Multiple fee: \$95

Course Coordinator: John Haas

This course will introduce you to new materials that can be added to recycling programs by presenting information on emerging/growth markets for current materials. From biosolids to shrink wrap, from vinyl siding to computer monitors – this is the place to find out what you need to know about recovering "assets" that you may now be paying to have hauled away. Invited speakers will discuss markets and trends in New Jersey and beyond.

ication Series

September 2008
through
June 2010

Understanding Recycling Economics (Four-Day Program)

Fee: \$320

Multiple fee: \$295

Course Coordinator: Jim Morris

Recycling makes financial sense but only if you design your operations to make it so. That starts with fully understanding your costs and analyzing how those costs change as your program changes. It also means that you must be able to talk the language of accounting, economics, finance and marketing. In this four-day class, you'll work break-even levels, full cost accounting, marginal cost analysis, payback periods and analyzing waste audits. The class is fast-paced, fun and interactive. Working in small groups, you will solve problems using current costs and prices to make program decisions. You'll practice "what if" scenarios, so that no matter how the variables change, you can still find solutions that maximize returns and minimize costs.

Enhancing Your Public Communication Skills (Two-Day Program)

Fee: \$220

Multiple fee: \$195

Course Coordinator: Penny Jones

It is a fact – no matter how good your message is, it won't work if people are not exposed to it. Be it a product, a service or a recycling program, you need to get the word out there, generally in the most cost-effective way possible. In this course you will analyze audiences to design public relation and marketing campaigns that will be heard! Topics will include effective writing, use of graphic design, media (print, television, radio, cable) purchasing, and public relations techniques. Part of the second day will be devoted to real-world case studies, put before the attendees so they can apply and demonstrate what they have learned.

Recycling Public Policy (One-Day Program)

Fee: \$110

Multiple fee: \$100

Course Coordinator: John Haas

The passage of the Recycling Enhancement Act means change, change and more change! This class will provide the information you and your business, school or recycling program need to know to be ahead of the crowd. Speakers from the public and private sectors and regulatory agencies will lead up-to-date discussions of current policies, implementation processes and impacts. Learn what is going on today and what you can expect for tomorrow. **NOTE: Certified Recycling Professionals: take this opportunity to catch up with recent policy and legislative changes – and earn six (6) recertification credits in the process!**

Recycling Collection Techniques (Two-Day Program)

Fee: \$220

Multiple fee: \$195

Course Coordinator: Dominick D'Altilio

In this two-day, hands-on course you will learn the techniques required to make and defend decisions regarding collection, develop the skills needed to understand how generation rates are computed, learn the "how-to's" of waste and recycling contracting and explore Heuristic routing. On Day Two, the class will be divided into work groups, where the information presented will be applied to "real world" vehicle routing and collection problems. Special collection techniques and options for multi-family locations, schools and businesses, groups that have received special emphasis in NJ's new solid waste management plan, will be highlighted.

Recycling Case Studies and Problem Solving (Two-Day Program)

Fee: \$185

Multiple fee: \$165

Course Coordinator: Robert Yunker

This final course completes the certification series. Interactive group exercises, discussions and case studies will reinforce and integrate the facts, concepts and techniques presented in the other series courses. **PLEASE NOTE THAT ALL OTHER COURSES IN THE SERIES MUST BE COMPLETED BEFORE ATTENDING THIS COURSE!**

All courses have been approved for Certified Public Works Manager (CPWM) continuing education credits. Please contact Carol Broccoli at (732) 932-9271 x618 (email: broccoli@njaes.rutgers.edu) for specific credit information.

Course Information

Full Certification Series/Offering #1

The Recycling Coordinator's Primer – September 10, 2008 (Course Code: ER0112CA09)
NJ Recycling: Practice and Theory – September 17, 24, October 8, 16, 22, & 29, 2008 (ER0111CA09)
Improving Your Management and Leadership Skills – November 13 and 14, 2008 (ER0103CA09)
Recycling Non-traditional Materials – December 11, 2008 (ER0106CA09)
Understanding Recycling Economics – January 14, 21, 22 and 28, 2009 (ER0104CA09)
Enhancing Your Public Communication Skills – February 26 and 27, 2009 (ER0102CA09)
Recycling Public Policy – March 12, 2009 (ER0101CA09)
Recycling Collection Techniques – April 16 and 17, 2009 (ER0105CA09)
Recycling Case Studies – June 11 and 12, 2009 (ER0107CA09)

Full Certification Series/Offering #2

The Recycling Coordinator's Primer – March 11, 2009 (Course Code: ER0112CB09)
NJ Recycling: Practice and Theory – March 18 & 25 and April 1, 8, 15, 23, 2009 (ER0111CB09)
Improving Your Management and Leadership Skills – May 7 & 8, 2009 (ER0103CB09)
Recycling Non-traditional Materials – June 11, 2009 (ER0106CB09)
Understanding Recycling Economics – September 16, 23, 24 and 30, 2009 (ER0104CA10)
Enhancing Your Public Communication Skills – October 22 and 23, 2009 (ER0102CA10)
Recycling Public Policy – November 5, 2009 (ER0101CA10)
Recycling Collection Techniques – December 9 and 10, 2009 (ER0105CA10)
Recycling Case Studies – January 14 & 15, 2010 (ER0107CA10)

Full Certification Series/Offering #3

The Recycling Coordinator's Primer – September 15, 2009 (Course Code: ER0112CA10)
NJ Recycling: Practice and Theory – September 24 and October 1, 8, 15, 22 and 29, 2009 (ER0111CA10)
Improving Your Management and Leadership Skills – November 12 & 13, 2009 (ER0103CA10)
Recycle Non-traditional Materials – December 16, 2009 (ER0106CA10)
Understanding Recycling Economics – January 7, 13, 14 and 21, 2010 (ER0104CB10)
Enhancing Your Public Communication Skills – February 10 & 11, 2010 (ER0102CB10)
Recycling Public Policy – March 3, 2010 (ER0101CB10)
Recycling Collection Techniques – March 24 & 25, 2010 (ER0105CB10)
Recycling Case Studies – April 8 & 9, 2010 (ER0107CB10)

(2) THE ALTERNATE CERTIFICATION SERIES

This new addition is intended for those county, municipal or government employees who have significant experience in the fields of recycling and/or solid waste or who have completed another professional certification program, such as those offered for health officers or public works managers. The topics and schedule have been designed to present key information individuals familiar with recycling and solid waste programs in New Jersey will need to know to fulfill the duties of a CRP.

Day 1 (AM)	The Recycling Coordinator's Primer
(PM)	NJDEP Regulations/Facts/Figures
Day 2 (AM)	Effective Communication/Promotion Using Reporting Data
(PM)	Filing/Reporting/Enforcement - Municipal and County Levels
Day 3 (AM & PM)	Recycling Economics, Markets and Marketing
Day 4 (AM)	Collection Techniques/Contracting
(PM)	Case Study/Wrap-up

Course Information (continued)

Upon completion of the four classes (which are scheduled one day per week for four consecutive weeks) attendees who wish to complete the program and receive certification will be required to sit for and pass a written exam based on the content of the program presented. As with the full series, registrants will be required to complete the program within a single offering. Cross-registration between series will be considered only under exceptional circumstances. Once certified, CRPs must complete 12 hours per year of continuing professional education/training on issues relating to solid waste and /or recycling in order to maintain their certification. These courses have been approved for Certified Public Works Manager (CPWM) continuing education credits. Please contact Carol Broccoli at (732) 932-9271 x618 for specific credit information.

Cost per course, including exam: \$310 Multiple fee: \$285

Alternate Program #1 (New Brunswick)

September 11, 18, 25 and October 2, 2008. Exam on the evening of October 16, 2008 ; (7:00 to 9:00 pm)

Course Code: ER0201CA09

Alternate Program #2 (Bergen County)

February 4, 11, 18 and 25, 2009. Exam on the evening of March 11, 2009; (7:00 to 9:00 pm)

Course Code: ER0201CB09

Alternate Program #3 (Egg Harbor)

May 20 & 27 and June 3 & 10. Exam on the evening of June 24, 2009 ; (7:00 to 9:00 pm)

Course Code: ER0201CC09

Alternate Program #4 (New Brunswick)

January 27 and February 3, 10 & 17, 2010, Exam on the evening of March 10, 2010; (7:00 to 9:00 pm)

Course Code: ER0201CA10

(3) CERTIFICATION PROCEDURE FOR CRP'S WITH EXPIRED CERTIFICATIONS

Once certified, CRPs are required to complete 12 hours per year (January 1 through December 31) of continuing professional education/training on issues relating to solid waste and /or recycling in order to maintain their certification. At the conclusion of a calendar year, a "Recertification Tracking Form" must be submitted to OCPE for verification and a CRP identification card will be sent out, good for the upcoming calendar year.

If you completed the series classes and were certified, but have allowed your certification to lapse, this is your opportunity to recertify without re-taking the entire series! If you fall into this category, please submit an "Application for Certification/Recertification" form to document your initial certification and get your recertification started. Once your initial certification has been verified, you will be required to attend an offering of "The Recycling Coordinator's Primer" and complete nine (9) additional hours of continuing education (as outlined in CRP program guidance, available from OCPE and on our website) within one (1) calendar year of the date of the initial request for recertification to maintain your certification.

**Thanks to the New Jersey Department of
Environmental Protection - Division of Solid and
Hazardous Waste/Bureau of Recycling and
Planning for their support of these programs.**

Registration Information

All registrations must be accompanied by a method of payment. We offer four convenient ways to register: Please remember that submission of the "Application for Certification/Recertification" form (see Page XX) must accompany (or precede) all registration requests. **NO EXCEPTIONS WILL BE MADE!** Failure to submit this form will delay the registration process and possibly preclude you from registering for your first choice of class dates. **Registrations for classes scheduled for the period 7/1/09 - 6/30/10 will be accepted after 4/10/09.**

By Phone

To register by phone, please call the Registration Desk at **732-932-9271**, Monday through Friday, 8:00 a.m. - 4:30 p.m. Please have your VISA, MasterCard, or American Express number and expiration date ready.

By Fax

Fax your registration, including credit card information, 24 hours a day, 365 days a year, to our Registration Desk at 732-932-8726. For non-credit card payments, please include a copy of your check, money order or purchase order with your FAX and you will receive an invoice with your confirmation of registration.

By Mail

Mail the registration form, including credit card information, check, money order, or purchase order to:

**Registration Desk
Office of Continuing Professional Education
New Jersey Agricultural Experiment Station
Rutgers, The State University of New Jersey
102 Ryders Lane
New Brunswick, NJ 08901-8519**

Please make checks payable to **Rutgers, The State University of New Jersey**

On the Web

Please visit our registration web site at: <http://www.cpe.rutgers.edu>

To guarantee your seat in a course, payment must be received prior to the start of the program. Registrations are accepted on a first-come, first-served basis. Registrations cannot be accepted without a method of payment. You will receive a confirmation packet including the date, time and location (including a map and directions) of each course for which you are registered. If you have *not* received a confirmation packet ten (10) days prior to the course, please call 732-932-9271 to confirm your registration. The registration fees for each course include all course reference materials, continental breakfasts and lunches. If you have questions on payment policies or procedures please contact Carol Broccoli at 732-932-9271 x618 or via email at broccoli@njaes.rutgers.edu.

Cancellation Policy

Registrants may withdraw from any individual course with a full refund, less a \$50 processing fee per course, provided that our office is notified at least three (3) full business days prior to the start of the course. Beyond that time, registrants may be responsible for the full registration fee if they register but do not attend. Substitutions are permitted and welcomed.

Inclement Weather

In case of snow, ice or other inclement weather conditions, please call our office [(732) 932-9271]. Short course cancellations are NOT announced on the radio. A staff member will be in our office at 6:00 a.m. on the day of the course to answer your weather-related questions.

**Need an "Application for Certification/
Recertification?"
Visit our web page at www.cpe.rutgers.edu or
call (732) 932-9271.**

Registration Form

The New Jersey Recycling Certification Series/2008 - 2010

Name _____ SS# _____
First name for nametag _____ Work Phone _____
Job Title _____ Home Phone _____
Employer _____ Fax Number _____
Mailing Address _____ E-mail _____
_____ Cell phone _____

Please register me for the following courses:

<u>Course</u>	<u>Date</u>	<u>Course Code</u>	<u>Fee</u>

Discount fee for all nine full certification series courses: **\$1,536**
Total Fee: \$ _____

The "Application for Certification/Recertification" is enclosed or was submitted previously (Date: _____)

Method of Payment (check one):

Check, money order or purchase order enclosed for \$ _____
 MasterCard VISA American Express

Card # _____ Exp. Date _____
Signature of Cardholder _____ ZIP Code of Billing Address _____

REMEMBER – REGISTER EARLY!! THE ENROLLMENT IN EACH SESSION IS LIMITED!!



Monmouth County Office of Solid Waste and Recycling

SCHOOL RECYCLING PROGRAM

Dear Educators:

The Monmouth County Office of Solid Waste and Recycling provides assistance to educators with necessary information and tools to help teach young people about solid waste management, recycling and related environmental issues.

Many schools have set up recycling programs, but for one reason or another experience problems establishing an effective program.

A member of our staff is available to make an appointment to visit your school at your convenience. We will assist you with the following:

- Meet with staff to review how your recycling program is set up and operates
- Will help you determine how effective your recycling program is working
- Will make recommendations and work with your staff to implement changes to improve your recycling program

Using the attached "School Recycling Program Check List" we will help you:

- Establish a good line of communication between the administration, staff, and students so everyone is familiar with the school's recycling program
- Ensure that proper containers are available for the collection of recyclable materials
- Provide labels for containers for easy identification
- Improve your existing recycling program



A Successful School Recycling Program

NEEDS

EDUCATION – School Administrators (Superintendents & Principals), Teachers, Custodians and Students must know:

1. What materials should be recycled?
2. Where the recycled materials should be placed for collection.

COLLECTION – Custodian and/or cleaning service personnel should know what containers are used for the collection of recyclable materials. Recyclable materials must be kept separate from trash.

1. Does your school provide proper identified containers for collection of trash and recyclable materials in offices, classrooms, and lunchrooms?
2. Does your school have the proper disposal containers outside the building for placement of collected recyclable materials?

COOPERATION – Everyone plays an important part in the success your school's recycling program.

1. Administrators must support the program.
2. Teachers need to support the program and set a good example.
3. Students need to take an active part in the program.
4. Custodians need to close the loop for the program.

COMMUNICATION – Lack of communication is the number one reason why school recycling programs do not succeed.

1. Who coordinates your recycling program?
2. Who replaces a missing recycling container?
3. Who follows through if there is a problem?

MONMOUTH COUNTY OFFICE OF RECYCLING

School Recycling Program Check List

School Name: _____

1. Does your school have a designated recycling coordinator? Yes ____ No ____
2. If so, does he or she:
 - Communicate with administrators, teachers, students, and custodians to ensure everyone knows how to participate in the school's recycling program? Yes ____ No ____
 - Provide educational information on the school's recycling program at the beginning of school year? Yes ____ No ____
 - Schedule presentations on recycling and the environment?
Yes ____ No ____
 - Have knowledge of the various materials available on recycling programs?
Yes ____ No ____
3. Do all classrooms use the two container collection system? Yes ____ No ____
(One small container for trash and one small container for mixed paper recycling).
4. Do all school offices use the two container collection system? Yes ____ No ____
(One small container for trash and one small container for mixed paper recycling).
5. Does the school cafeteria have containers available to collect cans and bottles from students?
and kitchen work area? Yes ____ No ____
6. Do custodians collect trash separate from recycled materials? Yes ____ No ____
7. Does the school have designated containers (outside the school) for custodians to place
trash and recyclable materials for disposal? Yes ____ No ____

NEED ASSISTANCE?

Please contact Jim Brown of the Monmouth County Office of Recycling at (732) 7805472 or email: jbrown@monmouthplanning.com



Implementing a School Recycling Program

All schools are required to recycle cardboard, paper, newspaper, bottles and cans.

PHASE ONE – Requires performing a walk-through the school’s facilities to inventory trash and recycling containers to ensure proper containers are in place for the collection of trash and recyclable materials.

Inside school facility:

- Administrative offices should have one container for trash, one for paper, one for newspapers, and one for bottles and cans
- Classrooms should have one container for trash and one container for paper. If beverages are allowed in classrooms provide a container for bottles and cans
- Faculty rooms should have one container for trash, one for paper, one for newspapers, and one for bottles and cans
- School kitchens should have one container for trash and one for bottles and cans
- School cafeteria should have equal amount of containers for trash and bottles and cans
- Cardboard may be placed by paper collection container

Outside school facility

- One container for trash disposal
- One container for cardboard and paper disposal
- One container for bottles and cans disposal

PHASE TWO – Requires presenting your school’s solid waste management program to administrators, teachers, students and custodial staff. This presentation explains how your school recycling program works, the importance of everyone’s cooperation and the proper collection and disposal of trash and recyclable materials

- A meeting should be scheduled with school administrators to review the program

- Present the school's recycling program at a teacher's meeting
- Present the school's recycling program to the student body
- Present the school's recycling program to custodial staff

PHASE THREE - Performing a waste audit at the school

Inside school involves walk-through school facilities to determine the effectiveness of the recycling program. (Can use the school waste audit form)

Outside school facilities involves a week long inspection of all outside trash and recycling containers to observe proper disposal of trash and recyclable materials. This is done by the Monmouth County Office of Solid Waste and Recycling.

(YOUR SCHOOL NAME) SCHOOL WASTE AUDIT FORM

- Classroom # _____
- Office
- Teacher's Room
- Cafeteria

	Yes	No
Small Trash Container	<input type="checkbox"/>	<input type="checkbox"/>
Container labeled	<input type="checkbox"/>	<input type="checkbox"/>
Recyclables mixed with trash	<input type="checkbox"/>	<input type="checkbox"/>

Mixed Paper Recycling Container	<input type="checkbox"/>	<input type="checkbox"/>
Container labeled	<input type="checkbox"/>	<input type="checkbox"/>
Trash or Bottles & Cans mixed in	<input type="checkbox"/>	<input type="checkbox"/>

Bottles & Cans Container	<input type="checkbox"/>	<input type="checkbox"/>
Container labeled	<input type="checkbox"/>	<input type="checkbox"/>
Trash or paper mixed in	<input type="checkbox"/>	<input type="checkbox"/>

Newspapers Container	<input type="checkbox"/>	<input type="checkbox"/>
Container labeled	<input type="checkbox"/>	<input type="checkbox"/>
Trash or cans & bottles mixed in	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

GRADE: _____

PROCEDURE TO INCLUDE RECYCLING FACILITY IN COUNTY SOLID WASTE PLAN

Based on State law, regulations and case law, solid waste facilities in New Jersey (e.g. landfill, transfer station, material recovery facility, incinerator, mixed waste compost site) require a NJDEP permit, and are not subject to municipal site plan review/approval. However, before the State will accept any permit application, such facilities are required to be included in the County Solid Waste Plan, via procedures which allow adequate municipal and county review.

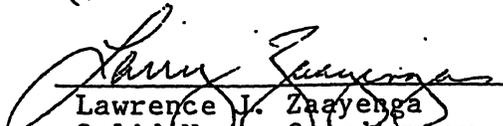
Inclusion in the County Solid Waste Plan is also required for recycling facilities designed to handle and process separated and/or commingled recyclables. (If a facility is designed to separate recyclables from solid waste, it is then considered a material recovery (i.e. solid waste) facility.) Class A Recycling Centers are designed to handle and process paper, glass, plastic and metal recyclables. They must be included in the County Solid Waste Plan, but do not require a NJDEP permit. They do require municipal site plan review and approval. A Class B Recycling Center is designed to handle and process concrete, asphalt, brick, block, tires, tree parts, other wood waste, and/or other non-putrescible bulky recyclables. They must be included in the County Solid Waste Plan, before the NJDEP will accept any permit application. They do not require municipal site plan review and approval (although litigation continues on the municipal role in technical review of such facilities).

Inclusion in the County Solid Waste Plan is completed when the Board of Chosen Freeholders adopt a resolution finding that the proposed facility is consistent with and included in the Plan. In the past, the Board has required all such proposed facilities be reviewed by the Monmouth County Solid Waste Advisory Council, a group appointed by the Board, as required by the NJ Solid Waste Management Act (N.J.S.A. 13:1E-1 et seq) to advise them on solid waste management.

The Monmouth County Solid Waste Advisory Council (SWAC) is comprised of municipal representatives, solid waste industry representatives, and environmentalists. It meets the third Thursdays of most months (except in August and November) at 7:00 p.m. in the Planning Board Conference Room, second floor, Hall of Records Annex, in Freehold Borough. An applicant for inclusion in the County Plan should submit a completed information package (as specified on the following page) at least four weeks prior to the meeting at which it will be discussed.

Further information is available from the Monmouth County Solid Waste Coordinator at the Monmouth County Planning Board, who also serves as Secretary to the SWAC. Two copies of the required information are to be submitted to the Solid Waste Coordinator at the address below:

County Solid Waste Coordinator
Monmouth County Planning Board
Hall of Records Annex
One East Main Street
Freehold, New Jersey 07728
Phone: (908) 431-7460
(732)


Lawrence J. Zaayenga
Solid Waste Coordinator
County of Monmouth

Required Submittals, SWAC/Municipal Review, Public Notice and Freeholder Approval

To expedite inclusion of Recycling Centers in the County Plan, a "blanket inclusion" process has been developed to avoid delay where no substantive written objections are raised during the public comment period, as detailed below:

1. Any applicant seeking to include a Class A or Class B Recycling Center in the Plan shall provide a detailed description to the County Solid Waste Coordinator which includes the following information:
 - a. Corporate name, mailing address, phone number(s) and contact person(s)
 - b. Site location, including municipal block(s) and lot(s) numbers, the street address and total acreage of properties involved
 - c. Site map showing approximate location of existing and proposed structures, the placement of stationary and portable equipment, receiving, processing and storage areas, entrance(s) and exit(s) from the site (P.E. seal is not required for this submittal)
 - d. Current Municipal Zoning Map covering properties within one mile of site, and Municipal Tax Map, showing block & lot numbers for proposed site, with the proposed site clearly identified on each map
 - e. Vicinity Map which identifies current zoning and actual use of the properties within $\frac{1}{2}$ mile of the site (e.g. residential, commercial, industrial, institutional, or vacant), and showing approximate size and location of any structures on immediately adjoining property
 - f. Description of all types of materials to be accepted and/or processed at the site, specific processing equipment proposed for use (including basic specifications - manufacturer's spec sheets/illustrations preferred), and types/numbers of vehicles expected to deliver and remove materials from the site on a daily and weekly basis
 - g. Projected maximum and average daily tonnages to be brought to the site, and proposed hours and days of operation (NJDEP permits are issued on a daily tonnage basis)
 - h. Users of site (owner only or open to other haulers, businesses, general public)
2. Any Class A Recycling Center shall provide a copy of its municipal site plan application or approval where one exists or is required, and any Class B Recycling Center shall provide a copy of its application to the NJDEP for permit approval, or a letter certifying such application will be forwarded when completed. Class B Recycling Centers shall also provide a copy of the NJDEP permit application to the local municipality.
3. Two (2) copies of the information detailed in items 1-2 above shall be submitted to the County Solid Waste Coordinator, who will issue a letter to the applicant certifying a complete submission or indicating additional information requirements within ten (10) business days. One copy of the complete submission will be sent to the Municipal Clerk of the municipality in which the site is located, with a request for preliminary comments and invitation to attend the County Solid Waste Advisory Council meeting at which the site is to be initially discussed. The municipality will be advised a formal comment period may be initiated within twenty (20) business days following this request for preliminary comment, and that they may wish to notify adjoining property owners. Applicants seeking inclusion of a Class B Recycling Center are encouraged to schedule informational presentations to municipal boards and/or commissions during this preliminary comment period or during the first two weeks of the formal comment period.
4. Public Notice Requirements All applicants for plan inclusion shall publish two legal notices, once each week for two subsequent weeks, in a newspaper of general circulation within the host municipality. The second notice is to be not less than 15 days prior to the public hearing and/or formal action by the Monmouth County Board of Chosen Freeholders. Based on formal recommendation of the County Solid Waste Advisory Council, the Solid Waste Coordinator will advise the applicant when to first

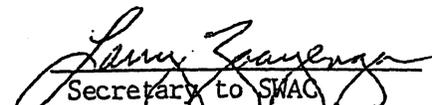
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PROCEDURE TO INCLUDE RECYCLING FACILITY IN COUNTY SOLID WASTE PLAN (pg. 3)

publish such notice, and duration of the formal public comment period. The Solid Waste Coordinator shall provide to the applicant the specific language to be used in the public notice, and suggested publication dates. The public notice shall, at a minimum, include the following information:

- a. Name of the property owner, facility owner and operator
 - b. Nature of the project, including maximum daily capacity and the types of materials to be handled at the facility
 - c. Municipality in which the project will be located, including its actual street address, block and lot numbers
 - d. Location for inspection of maps and project description, and, in the case of Class B Recycling Centers, a statement that application will be made to the NJDEP for review and approval
 - e. Statement that written comments will be accepted by the County Solid Waste Coordinator for a period of 30 days (or more) from the date of the first public notice
5. After public notice and prior to action by the Board of Chosen Freeholders, a copy of the Affidavit of Publication for the notice shall be provided to the County Solid Waste Coordinator.
 6. Provided no substantive written objection has been submitted during the comment period, the Board of Chosen Freeholders may approve the inclusion of the Recycling Center in the County Solid Waste Plan by duly adopted resolution. Copy of such resolution will then be forwarded to the NJDEP Division of Solid & Hazardous Waste, to the Municipal Clerk of the host municipality, to the applicant, and to other interested parties.
 7. Should there be substantive written objection, or other valid reason for the Board to delay its decision, the proposed Recycling Center may then be subject to the complete Plan Amendment process pursuant to N.J.S.A. 13:1E-23 and 24. In such case all costs associated with the preparation and printing of the Plan Amendment, required legal notices, certified mailings, and the preparation of a public hearing transcript, shall be borne by the applicant.

This procedure complies with the requirements of the NJDEP and the Monmouth County Solid Waste Management Plan Amendment adopted by the Board of Freeholders in June 1993 and as further modified and certified by the NJDEP Commissioner in December 1993. This procedure includes modifications to permit adequate municipal review and comment (as set forth above) which were reviewed and adopted by the Monmouth County Solid Waste Advisory Council at its meeting held December 19, 1996.


Secretary to SWAC
Solid Waste Coordinator

PROCEDURE TO INCLUDE SOLID WASTE FACILITY IN COUNTY SOLID WASTE PLAN

New Jersey State law and regulations require any solid waste facility to submit a site plan and permit application to the NJDEP Division of Solid & Hazardous Waste for review and approval. Such facilities are not subject to municipal site plan review and approvals. However, the NJDEP will not accept these permit applications until such time these facilities are "included in the County Solid Waste Plan" via procedures which permit adequate municipal and county review.

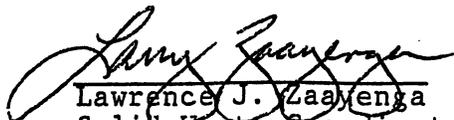
"Solid waste facilities" include landfills, transfer stations, waste incinerators, material recovery facilities, mixed waste compost sites and any other disposal or waste processing facility, except for any recycling facility handling source separated and/or commingled recyclables. "Recycling facilities" also require inclusion in the County Solid Waste Plan, but are subject to slightly different and somewhat less complex submittal and review procedures. Any recycling facility proposed to separate recyclables from garbage, or which would handle more than "de minimus" amounts of solid waste, is classified as a "solid waste facility."

Inclusion in the County Solid Waste Plan is completed when the Board of Chosen Freeholders adopt a resolution finding that the proposed facility is consistent with and included in the Plan. For any solid waste facility, such Freeholder action must be preceded by the preparation and distribution of a "Plan Amendment" document and formal public hearing before the Board. Once the amendment is adopted, it is submitted to the NJDEP Commissioner, who can accept, reject or modify the amendment, which is then "certified." The NJDEP may accept the site plan and permit application for review after it is adopted by the Board of Freeholders, but before it is certified by the NJDEP Commissioner.

The Board of Freeholders look to the Solid Waste Advisory Council (SWAC), a group appointed by the Board, for its recommendations and comments, prior to scheduling the required public hearing. The SWAC meets the third Thursday of most months (except August and November) at 7:00 p.m. in Freehold. An applicant for inclusion in the County Plan should submit a completed information package (as specified on the following pages) at least four weeks prior to the meeting at which it will be discussed. Information to be submitted is based on the NJDEP requirements set forth in N.J.A.C. 7:26, sections 2.9, 2.10, 2B.5, and 2B.6, and represent a summary of the detailed information which the applicant must prepare for the NJDEP permit application. Procedures described in the attached are designed to assist compliance with the requirements of N.J.S.A. 13:1E-23 and 24, and N.J.A.C. 7:26-6.10. Solid waste planning staff is available to discuss any initial concepts, preliminary information, scheduling and timetable for submissions, reviews and approvals.

Further information is available from the Monmouth County Solid Waste Coordinator at the Monmouth County Planning Board, who also serves as the Secretary to the SWAC. A minimum of two copies of the required information are to be submitted to the following address:

County Solid Waste Coordinator
Monmouth County Planning Board
Hall of Records Annex
One East Main Street
Freehold, New Jersey 07728


Lawrence J. Zaayenga
Solid Waste Coordinator
phone: (732) 431-7460

PROCEDURE TO INCLUDE SOLID WASTE FACILITY IN SOLID WASTE PLAN (pg. 2)

(Required Submittals, County Review, Plan Amendment, Public Hearing, Approvals)

I. Any applicant seeking to include a Solid Waste Facility in the County Solid Waste Plan shall provide a detailed description to the County Solid Waste Coordinator which includes the following maps, narratives and other information:

A. Applicant Information and Contacts

1. Corporate name, mailing address, phone/fax number(s) and contact person(s)
2. Prior company experience and related solid waste management activities
3. A listing, by name, address and telephone numberr, of all persons owning five percent or more of company stock, or a listing of the general and limited partners where applicable, and the names of the company principals.
4. A listing of any intra-corporate relationships between the facility and any other solid waste or recycling facility or hauler registered with the NJDEP or the County.

B. Facility Siting, Local Land Use and Natural Features

1. Proposed Site Location, including municipal block(s) and lot(s) numbers, street address, and total acreage of properties involved
2. USGS Key Map (8½" x 11") highlighting facility location
3. Municipal Tax Map (8¼" x 11") identifying location of the site and surrounding parcels within one mile from site boundaries
4. Road Map highlighting preferred access routes to/from the facility, to include roads within three miles of the site
5. Current Municipal Zoning Map covering properties within one mile of site
6. Vicinity Map identifying actual use of the properties within one mile of the site (e.g. residential, commercial, industrial, institutional, vacant) and showing approximate size/location of any structures on the immediately adjoining property
7. Natural Features Map identifying all surface waters, wetlands, floodways and direction of natural drainage within one mile of the proposed site and highlighting any areas of steep slopes (more than 15%) and where the depth to seasonal high water table is less than three feet

C. Facility Site Plan and Engineering Report

1. Site Map(s) showing layout of all existing/proposed buildings, structures, roadways (ingress/egress), parking, outdoor storage and equipment; also to show existing and proposed topography (2 foot contours) and direction of stormwater drainage onto and from site. Map(s) to indicate approximate height, length and width of structures, and to delineate limits of site activities (setbacks from property boundaries).
2. Interior floor plans showing approximate location and dimensions of all waste unloading, processing, storage, and loading areas and equipment (note: existing NJDEP regulations require any transfer station or material recovery facilities to locate all dumping, sorting, storage, processing and waste compaction activities within an enclosed structure with minimum 50' setback from property boundaries)
3. Narrative of procedure for waste acceptance, processing, storage and its disposal or shipment to another facility - in case of innovative or any developing technologies, cite location(s), capacity(ies) and the operating history of similar facility(ies) elsewhere
4. Major equipment specifications and capacities, with engineering drawings and/or manufacturers' literature provided
5. Facility design capacities (hourly/daily/weekly) in tons and cubic yards; facility's storage capacities for unprocessed and processed wastes and recyclables; proposed operating days and hours
6. Sources, types and quantities of waste to be handled; destination of the wastes, by-products and recyclables leaving the facility

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PROCEDURE TO INCLUDE SOLID WASTE FACILITY IN SOLID WASTE PLAN (pg. 3)

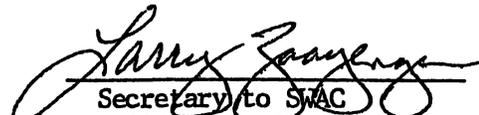
7. Users of site (owner only or open to other haulers/public); control and measurement of wastes received; barriers to unauthorized entry/dumping
 8. Utilities Map/Narrative showing location of all existing/proposed lines & pipes, responsible agencies and tie-in requirements, available and needed capacities for facility operation (stormwater, leachate, sewerage, water for potable, process and fire control uses, electric and/or natural gas)
 9. Type and number of vehicles entering/leaving the site on a daily basis (average and maximum day); discussion of traffic impact on local roads, including identification/assessment on local bridges, culverts and service level(s) of the nearest intersection(s)
 10. Brief narrative of contingency plans for handling unusual peak loadings exceeding design capacity, and handling incoming waste during short-term shutdowns for equipment repair/maintenance
 11. Description of control measures for dust, noise, odors, traffic and soil tracking during construction and during operation of the facility
- II. A minimum of two (2) copies of the information detailed in I. above shall be submitted to the County Solid Waste Coordinator at least four weeks prior to the Solid Waste Advisory Council (SWAC) meeting at which it is scheduled for presentation and discussion. At the applicant's request, the County Solid Waste Coordinator will issue a letter to the applicant certifying a complete submission or requirements for additional information, within fifteen (15) business days. The Municipal Clerk(s) of the municipality(ies) in which the proposed facility would be located will be forwarded a complete copy of the applicant's submission, and will be provided with notice of the SWAC meeting at which the proposal will be discussed. The notice, provided by the County Solid Waste Coordinator, will also request any preliminary comment and include an invitation to the municipality and/or any property owners adjacent to the proposed facility site they may wish to notify, to attend the meeting for the applicant's presentation and to submit comments on the proposal.
- III. Following the meeting at which the SWAC votes conceptual approval and formally recommends it for public notice and hearing, the County Solid Waste Coordinator will begin work with the applicant to prepare a Solid Waste Plan Amendment and arrange proper notice and public hearing before the Board of Chosen Freeholders.
- A. A Solid Waste Plan Amendment, based on the applicant's submission and SWAC recommendations and approvals, will be copied to SWAC members for their review and presented to the Board of Chosen Freeholders. The required public hearing before the Board will then be scheduled, allowing sufficient time for distribution of the Amendment and proper notice.
 - B. The County Solid Waste Coordinator will prepare the public hearing notice in accordance with N.J.A.C. 7:26-6.10(c), arranging publication once each week for two consecutive weeks, the second notice being not less than ten days prior to the public hearing date.
 - C. After the public hearing, the Board of Chosen Freeholders may adopt, reject or defer action on a resolution to include the applicant's facility in the County Solid Waste Plan, based on the content and complexity of the public hearing record or other valid reason.
 - D. All costs associated with the preparation and printing of the Solid Waste Plan Amendment, required legal notices, certified mailings to each municipality as required by N.J.S.A. 13:1E-23b, and the preparation of the public hearing transcript, will be billed to the applicant by the County Solid Waste Coordinator. In the case where a Plan Amendment includes more than one applicant's facility, the costs will be shared by the applicants.

(continued)

PROCEDURE TO INCLUDE SOLID WASTE FACILITY IN SOLID WASTE PLAN (pg. 4)

- IV. When the owner/operator or agent of any facility which has been included in the County Solid Waste Plan has prepared a NJDEP permit application for submittal to the NJDEP for review and approval, a copy shall be sent to the County Solid Waste Coordinator as well as to the Municipal Clerk of any municipality in which the facility is to be located.

This procedure complies with the requirements of the NJDEP and the Monmouth County Solid Waste Management Plan as adopted by the Board of Chosen Freeholders and as further modified and certified by the NJDEP Commissioner. This procedure includes additional detail and modifications to permit adequate county and municipal review and comment, and was adopted by the Monmouth County Solid Waste Advisory Council at its meeting held October 16, 1997.


Secretary to SWAC
Solid Waste Coordinator

Type 10 MSW Mixed with Type 13 Delivered to Bulk Waste MRFs

Two privately operated Bulk Waste Transfer Stations/Material Recovery Facilities (Bulk MRFs) have been operating in Monmouth County since May 2002. An additional facility to handle primarily bulk waste may be opening before the end of this year. These Bulk MRFs handle a variety of customers and containers bringing in loads that may include some amount of type 10 household/commercial waste that should not be accepted under the facilities' Bulk MRF permits. As it is not feasible to completely exclude, and not permitted to reload the type 10 wastes, Monmouth County has developed a policy to address this situation.

1. Bulk Waste (type 13/13C) loads delivered to authorized bulky waste transfer facilities in Monmouth County may contain up to 15% non-putrescible waste type 10 by volume, without triggering enforcement action. This policy, however, is not to be construed to authorize these facilities or their customers to handle or solicit type 10 waste for placement in those containers to be brought to these Bulk Waste facilities.
2. At no time are these Bulk MRFs permitted to accept or store more than 10% of the facility's daily capacity in any non-bulky waste.
3. Any and all non-putrescible type 10 waste in excess of 10% of the facility's daily capacity shall be separately containerized and be delivered to the Monmouth County Reclamation Center within two (2) business days.
4. As acceptance of putrescible waste would require modification of the facility's NJDEP air permit, any and all putrescible type 10 waste shall be separated and containerized for transport and delivery to the Monmouth County Reclamation Center on a daily basis.
5. Facility operators are to provide existing and potential customers a written notice regarding requirements to minimize/eliminate the disposal of type 10 waste in bulky waste disposal containers. The facility operators are to keep a list of non-compliant loads (to include name of hauler/source and amount/type of type 10 waste). The source of the non-compliant loads (and/or haulers) are to be reported to the Monmouth County Health Department's Solid Waste Enforcement Team (SWET) on a weekly basis, allowing county personnel to schedule inspection/remedial action with the generator of the non-compliant waste loads.
6. All Bulk MRFs affected by this policy shall submit the appropriate application to the NJDEP Division of Solid Waste, to modify the facility permit in recognition of this type 10 allowance.
7. This policy may be modified via future administrative action by the County, as facility operators and enforcement personnel gain experience with its logistics and implementation.

SUBMITTED TO NJDEP FOR REVIEW/APPROVAL: May 23, 2003

ljz

APPROVED BY NJDEP DIVISION OF SOLID WASTE BY LETTER: June 16, 2003

Overview of Recycling Laws Local Authority & Judicial Forum

Introduction

This is an overview of the New Jersey laws governing recycling. This summary should not be construed as legal advice, but rather serve as guidance to understand the extent of authority provided to the NJ Department of Environmental Protection and local governments.

Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., P.L. 1970, c.39.

The Solid Waste Management Act (SWMA) authorizes the Department of Environmental Protection (DEP or Department), and local boards of health and county health departments to initiate civil actions in the Superior Court for injunctive relief and confers jurisdiction upon the Superior Court and municipal courts to hear and decide actions to collect a penalty for violations of the Act. The SWMA requires that a local board of health and county health department provide notice to the Department of any legal action instituted under the Act, and further provides that the Department may intervene in any such action, N.J.S.A. 13:1E-9d. It should also be noted that, although the SWMA confers upon local boards of health and county health departments independent authority to enforce the SWMA at N.J.S.A. 13:1E-9d, the SWMA also requires that a county health department proceed only in accordance with County Environmental Health Act (CEHA), N.J.S.A. 26:3A2-21 et seq.

The judicial forum is the Superior Court or the municipal court having jurisdiction (i.e. the municipality in which the violation occurred).

Ordinances

Municipalities are able to regulate recycling through adoption of an ordinance. This ordinance should mirror the recycling requirements found in the applicable district solid waste management plan and conform to guidance received from the Department's Bureau of Recycling & Planning. The judicial forum is the municipal court having jurisdiction.

NJ Statewide Mandatory Source Separation and Recycling Act, P.L. 1987, c.102

The SWMA was substantially revised in 1987 to expand the existing voluntary State recycling plan and establish a statutory framework for a mandatory statewide recycling program. Counties were required to adopt district recycling plans and municipalities to adopt ordinances to implement the District Recycling Plan. The Plan and municipal ordinances were required to provide for source separation from the municipal solid waste stream of at least three recyclable materials, in addition to leaves. Recycling enforcement can occur through:

1-Enforcement of the District Recycling Plan, by the CEHA agency, the county recycling coordinator, or the utility authority as identified in the Plan provided that the utility authority has entered into a Uniform Shared Services Agreement with the CEHA agency. A utility authority lacks authority to enforce recycling on its own, but may do so under the umbrella of the CEHA program;

Overview of Local Solid Waste Enforcement Authority

2-Enforcement of the municipal recycling ordinance by the municipal recycling coordinator, or other municipal officials identified in the municipal ordinance; or

3-Enforcement of the State's recycling regulations by the Department's Solid Waste inspectors, CEHA agency or local agency that has entered into a Uniform Services Agreement with the CEHA agency. Possible citations of the State's recycling regulations include:

Transporter requirements (general) at N.J.A.C. 7:26-3.4(b) state that "All collected solid waste shall be properly deposited at an approved facility in accordance with N.J.A.C. 7:26-1 and 2. Solid waste or recyclable materials shall be deposited at a solid waste or recycling facility only to the extent the materials contained in an individual load are waste types and recyclable materials permitted for acceptance at the facility and commingled only to the extent permitted in the operating approvals for that facility."

Facility operators and transporters must comply with district solid waste management plan at N.J.A.C. 7:26-6.12(b), which states that "All solid waste facility operators and transporters registered with the Department shall operate in compliance with the applicable district solid waste management plan as well as any amendments to and/or approved administrative actions concerning such plan. Any facility operator or transporter who fails to comply with the applicable solid waste management plan as well as any amendment to or approved administrative actions concerning such plan shall be deemed to be in violation of the Act and this chapter and shall be subject to the applicable penalties provided under the Act and this chapter, and any other applicable law or regulation." It is important to note that usage of this provision is entirely dependent on whether the county included enforceable language in their district solid waste management plan.

Solid Waste collection companies must comply with solid waste collection tariff terms and conditions at N.J.A.C. 7:26H-4.4(a) 6, which states that "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."

Generators of recyclable materials are required to abide by the requirements found in their applicable district solid waste management plan and their applicable municipal recycling ordinance. Generators are subject to penalties for failing to source separate, with the citation and penalty amount determined by the regulating entity as follows:

- A CEHA agency or authorized solid waste utility would cite either the specific penalty provisions established for generators in their CEHA recycling ordinance or they would use the citation of violating the NJ Statewide Mandatory Source Separation & Recycling Act at N.J.S.A. 13:1E-11, with penalties is assessed pursuant to N.J.S.A. 13:1E-99.42, which must be not less than \$500 nor more than \$1000 for each offense.
- The municipal recycling coordinator would cite their municipal recycling ordinance, using penalty provisions contained within that ordinance.

Overview of Local Solid Waste Enforcement Authority

It must be noted that CEHA certified agencies may settle generator cases for first-time violations based on separate enforcement guidance provided by the Department. If a CEHA agency wishes to adopt a penalty ordinance for generator violations, it may do so subject to approval by the Department. The Department plans on proposing State regulations for generators in the near future¹ so a CEHA agency must decide whether it wishes to rely on the existing general penalties or adopt a penalty ordinance that may only be in effect until the new rule is promulgated.

The amount of penalty to be assessed for a recycling violation is governed by what authority is being cited to take the enforcement action.

The judicial forum depends on whether the State regulation, district recycling plan or municipal recycling ordinance is being cited. If the regulation or plan is cited, the judicial forum is the Superior Court or municipal court having jurisdiction. If the ordinance is cited, the appropriate forum is the municipal court having jurisdiction.

Penalties prescribed in the State's solid waste rules for failing to comply with a district solid waste management plan, are found at N.J.A.C. 7:26-5.4(g) or in the penalty matrix listed at N.J.A.C. 7:26-5.5(f). The State's solid waste rules identify a penalty of \$4,500 for a solid waste facility operators and transporters who violate a district plan. Penalties assessed using this matrix are based on the seriousness of the violation and the conduct of the violator. If the penalty matrix is used, the penalty range would be at least Moderate Minor which has a range of \$3,000 to \$6,000 with a midpoint of \$4,500 - typically the midpoint of range is used unless circumstances justify using the upper or lower portion or range.

Ceha/solidwaste/recycling authority April 2008

¹ Note: For updates to DEP Solid Waste rules, please check the DEP Website at www.nj.gov/dep/rules.

Overview of Solid Waste Control Laws Local Authority & Judicial Forum

Introduction

This is an overview of the New Jersey laws governing solid waste control, with an emphasis on which laws may be enforced by county or municipal agencies. This summary should not be construed as legal advice, but rather serve as guidance to understand the extent of authority provided to local governments.

Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., P.L. 1970, c.39.

The Solid Waste Management Act (SWMA) authorizes the Department of Environmental Protection (DEP or Department) and local boards of health and county health departments to initiate civil actions in the Superior Court for injunctive relief, and confers jurisdiction upon the Superior Court and municipal courts to hear and decide actions to collect a penalty for violations of the Act, N.J.S.A. 13:1E-9a and d. The SWMA requires that a local board of health and county health department provide notice to the Department of any legal action instituted under the Act, and further provides that the Department may intervene in any such action, N.J.S.A. 13:1E-9d. It should also be noted that, although the SWMA confers upon local boards of health and county health departments independent authority to enforce the SWMA at N.J.S.A. 13:1E-9d, the SWMA also requires that a county health department shall proceed only in accordance with County Environmental Health Act (CEHA), N.J.S.A. 26:3A2-21 et seq.

The SWMA at N.J.S.A. 13:1E-9(a) states that "All codes rules and regulations adopted by the department related to solid waste collection and disposal shall have the force and effect of law. These codes, rules and regulations shall be observed throughout the State and shall be enforced by the department and every local board of health, or county health department, as the case may be." This subsection further provides that "All enforcement activities undertaken by county health departments pursuant to this subsection shall conform to all applicable performance and administrative standards adopted pursuant to section 10 of the County Environmental Health Act."

Generally, the judicial forum is the Superior Court or the municipal court having jurisdiction (i.e. the municipality in which the violation occurred). Injunctive relief may only be sought in the Superior Court. Injunctive relief means a court order that either prohibits or compels a party from continuing a particular activity.

Ordinances

No local government entity may adopt any ordinance regarding solid waste management, including hazardous waste, at least insofar as the State has occupied the field unless the SWMA specifically provides for municipal ordinances, as in the case with municipal recycling ordinances. Since local and county boards of health are already authorized to enforce the SWMA and the regulations adopted thereunder, the need for them to adopt an ordinance to address most aspects of solid waste control is unnecessary. Local entities may be able to regulate matters characterized as solid waste management, such as junkyards, where the State has chosen not to regulate in this area (see notes on case law below**).

The judicial forum for ordinances is the municipal court having jurisdiction.

**NOTES: The following information on case law is provided:

- A) The SWMA preempted local zoning ordinances and therefore, a township's action could not seek to restrain a corporation from operating a recycling center. *Township of Howell v. Fred McDowell, Inc.*, 300 N.J. Super. 491, 693 A.2d 490, 1977 N.J. Super. LEXIS 214 (N.J. Super. Ct. App. Div. 1997).
- B) Pursuant to SWMA, the Department of Environmental Protection and Energy cannot grant a solid waste facility permit for a facility that is not included in the adopted and approved solid waste management plan of the district in which the facility is located. *Regional Recycling, Inc. v. State*, 127 N.J. 568, 606 A.2d 815, 1992 N.J. LEXIS 365 (1992).
- C) A municipality's power to regulate the removal of human excrement from septic tanks was not preempted by SWMA and municipality was permitted to prosecute an environmental service corporation whose driver failed to provide a required city permit to a police officer. *Upper Saddle River v. Gaess Env't Serv. Corp.*, 123 N.J. Super. 375, 303 A.2d 103, 1973 N.J. Super. LEXIS 766 (N.J. Super. Ct. 1973).

Disorderly Persons, Criminal, and Forfeiture Actions

This statute at N.J.S.A. 13:1E-9.3 was amended in 2003 by the State Legislature and creates a solid waste disorderly persons offense, which is a useful prosecutorial tool in the area of solid waste enforcement. This section prohibits the collection, transportation or disposal of solid waste in excess of 0.148 cubic yards or 30 U.S. gallons of liquids to or at disposal sites, which are not authorized by the DEP to accept solid waste. It is noted that there are also criminal actions relative to the transport, treatment, storage, or disposal of hazardous waste under N.J.S.A. 13:1E-9(g) and (h), which must be referred to the DEP's 24-hour hotline number, 1-877-WARNDEP since hazardous waste enforcement is only handled by DEP.

Pursuant to N.J.S.A. 13:1E-9.4, convicted offenders of N.J.S.A. 13:1D-9.3 are subject to sanctions of:

- (1) \$2,500.00 for the first offense (mandatory); up to \$5,000.00 for a second offense; and up to \$10,000.00 for each subsequent offense. Each day during which the violation continues constitutes an additional, separate and distinct offense;
- (2) Community service up to 90 days (mandatory);
- (3) Loss of driver's license for six months to one year (mandatory); and
- (4) Forfeiture of all conveyances used or intended for use in the unlawful transportation or disposal of solid waste pursuant to N.J.S.A. 13:1E-9.3; the proceeds from the disposal and sale of such conveyances shall be remitted to the chief financial officer of the municipality wherein the violation occurred, to be used by the municipality to help finance enforcement activities undertaken pursuant to N.J.S.A. 48:13A-12 or N.J.S.A. 13:1E-9.3. The process to follow for forfeiture of conveyances is found at N.J.S.A. 13:1K-1 et seq.

The judicial forum is the Superior Court or the municipal court having jurisdiction.

District Solid Waste Management Plans, N.J.S.A. 13:1E-2b(2).

This provision of the SWMA was established since the Legislature was concerned about the largely piecemeal efforts of local governments to manage solid waste. Each county and the Hackensack Meadowlands District received designation as a Solid Waste Management District with the power, singly or jointly with one or more other districts, to develop and implement a comprehensive solid waste management plan, which meets the needs of every municipality within its area of jurisdiction. Such plans are subject to the approval of DEP and must be updated periodically. N.J.S.A. 13:1D-20. Substantive changes such as the addition or expansion of a solid waste management facility require the district to amend the Plan and obtain approval of DEP. The regulatory requirements for these plans are found at N.J.A.C. 7:26-6.1 et seq.

Each solid waste management district is authorized to establish a system to meet the disposal needs within their area of jurisdiction, and may institute waste flow control requirements, which specifically direct where certain types of waste may be taken. If a solid waste transporter bypasses this system, the enforcement agency identified in the district plan (i.e. the CEHA agency or solid waste utility authority) may conduct enforcement and impose penalties. It must be noted that if a solid waste authority is identified to conduct enforcement, there must be an Uniform Shared Services Agreement (previously known as an Interlocal Agreement) executed between the lead CEHA agency and the solid waste authority that is approved by the Department.

In addition, solid waste operators and transporters registered with the Department must comply with the applicable district solid waste management plan. Failure to comply is considered a non-minor violation of the SWMA, N.J.A.C. 7:26-6.12(b) or N.J.A.C. 7:26-3.4(m) and may be subject to applicable penalties, which are found at N.J.A.C. 7:26-5.4(g), with a base penalty of \$4,500. The designation of "non-minor" indicates that the violation is not entitled to a grace period and may be subject to a penalty assessment even if corrected within a specified time period. In most cases non-minor violations are penalized as they represent the most serious violations.

In certain instances penalty amounts may be assessed using the penalty matrix listed at N.J.A.C. 7:26-5.5(f) rather than through use of base penalties. Typically the penalty matrix is used in instances where there is no established base penalty listed at N.J.A.C. 7:26-5.4(g) or the penalty listed does not provide a sufficient deterrent for the violation incurred. The matrix may also be used for grouping recurrent violations where the use of base penalties would result in a penalty which would be difficult to justify in a court of law. For example, if a violator was cited 20 times for violating the district solid waste management plan, the total penalty assessed using N.J.A.C. 7:26-5.4(g) would be at least \$90,000 as each instance carries a base penalty of \$4,500. The penalty could be assessed even higher due to severity factors, which allows for doubling the base penalty if the same violation is noted within the same 12-month period.

The penalty matrix is a table that classifies the Conduct and Seriousness of violations as Major, Moderate or Minor. Penalties assessed using this matrix range from \$3,000 to \$50,000 per violation. Using the example of a company cited for 20 instances of violating the district solid waste management plan, the total penalty assessed using N.J.A.C. 7:26-5.5(f) would be \$45,000. This is based if Conduct was classified as Major as the

violation was "knowing" by virtue of being repeated, and if Seriousness was classified as Major because it severely impaired or undermined the intent of the requirements.

A District Solid Waste Management Plan may include district-specific or unique requirements such as transporter routes and generators, or mandatory recycling of specific materials. These unique requirements are subject to approval by the Department. If a district wishes to establish unique penalties for violations of their unique requirements, the district has two options to consider: 1-Cite a general violation of the solid waste rules, which is further explained in the section below, or 2- Adopt a separate penalty ordinance under CEHA, subject to approval by the Department. It must be noted that the Department will allow CEHA agencies to settle first-time generator violations based on separate enforcement guidance. It must be noted that when the Department has a specified penalty amount for a specific violation in the State's solid waste regulations, a local solid waste enforcement agency must cite that penalty amount and not develop its own penalty schedule.

The judicial forum for violations of the applicable district solid waste management plan is the Superior Court or municipal court having jurisdiction. Injunctive relief may be sought in the Superior Court.

NJ Statewide Mandatory Source Separation and Recycling Act, P.L. 1987, c.102

The SWMA was substantially revised in 1987 with the addition of the Mandatory Source Separation and Recycling Act, to expand the existing voluntary State recycling plan and establish a statutory framework for a mandatory statewide recycling program. Counties were required to adopt district recycling plans and each municipality was required to adopt an ordinance to implement the applicable district recycling plan within its jurisdiction. The Plan and municipal ordinances must provide for source separation from the municipal solid waste stream of at least three recyclable materials, in addition to leaves. Recycling enforcement occurs through:

- 1- Enforcement of the municipal recycling ordinance by the municipal recycling coordinator or other municipal officials identified in the municipal ordinance;
- 2- Enforcement of the District Recycling Plan by the CEHA agency, the county recycling coordinator, or the solid waste authority that has entered into a Uniform Shared Services Agreement with the lead CEHA agency; or
- 3- Enforcement of the State's recycling regulations by the Department's Solid Waste inspectors, CEHA agency, local board of health, or by a solid waste authority that has entered into a Uniform Shared Services Agreement with the lead CEHA agency. Possible citations of the State's recycling regulations include:

Transporter requirements (general) at N.J.A.C. 7:26-3.4(b) state that "All collected solid waste shall be properly deposited at an approved facility in accordance with N.J.A.C. 7:26-1 and 2. Solid waste or recyclable materials shall be deposited at a solid waste or recycling facility only to the extent the materials contained in an individual load are waste types and recyclable materials permitted for acceptance at the facility and commingled only to the extent permitted in the operating approvals for that facility."

Facility operators and transporters must comply with district solid waste management plan as required by N.J.A.C. 7:26-6.12(b) and N.J.A.C. 7:26-3.4(m), which states that "All solid waste facility operators and transporters registered with the Department shall operate in compliance with the applicable district solid waste management plan as well as any amendments to and/or approved administrative actions concerning such plan. Any facility operator or transporter who fails to comply with the applicable solid waste management plan as well as any amendment to or approved administrative actions concerning such plan shall be deemed to be in violation of the Act and this chapter and shall be subject to the applicable penalties provided under the Act and this chapter, and any other applicable law or regulation."

Solid Waste collection companies must comply with solid waste collection tariff terms and conditions at N.J.A.C. 7:26H-4.4(a) 6, which states that "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."

Penalties prescribed in the State's solid waste rules for failing to comply with a district solid waste management plan, are found at N.J.A.C. 7:26-5.4(g) or in the penalty matrix listed at N.J.A.C. 7:26-5.5(f). The State's solid waste rules identify a penalty of \$4,500 for a solid waste facility operators and transporters who violate a district plan. If the penalty matrix is used, the penalty range would be at least Moderate Minor which has a range of \$3,000 to \$6,000 with a midpoint of \$4,500 - typically the midpoint of range is used unless circumstances justify using the upper or lower portion or range.

How to address co-mingling of trash and recyclables? The Solid Waste Management Act at N.J.S.A. 13:1E-99.16(b) mandates that each municipality adopts an ordinance that requires generators of municipal solid waste to source separate. All waste must be source separated at the point of generation unless specifically exempted by the local recycling coordinator.

Generators of recyclable materials are required to abide by the requirements found in their applicable district solid waste management plan and their applicable municipal recycling ordinance. Generators are subject to penalties for failing to source separate, with the citation and penalty amount determined by the regulating entity as follows:

- A CEHA agency or authorized solid waste utility would cite either the specific penalty provisions established for generators in their CEHA recycling ordinance or they would use the citation of violating the NJ Statewide Mandatory Source Separation & Recycling Act at N.J.S.A. 13:1E-11, with penalties is assessed pursuant to N.J.S.A. 13:1E-99.42, which must be not less than \$500 nor more than \$1000 for each offense.
- The municipal recycling coordinator would cite their municipal recycling ordinance, using penalty provisions contained within that ordinance.

It must be noted that CEHA certified agencies may settle generator cases for first-time violations based on separate enforcement guidance provided by the Department. If a CEHA agency wishes to adopt a penalty ordinance for generator violations, it may do so subject to approval by the

Updated April 2008, Supersedes previous versions from 2006 & 2007
NJDEP, Office of Local Environmental Management

Department. The Department plans on proposing State regulations for generators in the near future¹ so a CEHA agency must decide whether it wishes to rely on the existing general penalties or adopt a penalty ordinance that may only be in effect until the new rule is promulgated.

Generally, the judicial forum depends on whether the State rule, CEHA ordinance or municipal recycling ordinance is being cited. If the rule is cited, the judicial forum is the Superior Court or municipal court having jurisdiction. If the ordinance is cited, the appropriate forum is the municipal court having jurisdiction. If the enforcement agency is a county agency, it may be preferable, particularly if there are numerous violations, to take the case to Superior Court.

Solid Waste Utility Control Act, N.J.S.A. 48:13A-1 et seq., P.L. 1970, c.40

This statute establishes the framework for safe, adequate and proper solid waste disposal at reasonable rates. The Department is responsible for monitoring the collector industry to insure that the rates charged are due to effective competition in the marketplace. The Department also establishes bid specifications for municipalities that contract with private solid waste collectors. The DEP program responsible for this work is the Solid Waste Economic Regulation Section, which is located within Compliance & Enforcement.

¹Note: For updates to DEP Solid Waste rules, please check the DEP Website at www.nj.gov/dep/rules.

	Solid Waste Management Act	Recycling	Solid Waste Utility Control Act	Recycling Ordinances	District Solid Waste Mgmt Plans	Forfeiture of Conveyances
Statutory Citation	N.J.S.A. 13:1E et. seq.	N.J.S.A. 13:1E-99.11	N.J.S.A. 48:13A-12	N.J.S.A. 13:1E-99.16	N.J.S.A. 13:1E-2b(2)Solid Waste Plan; & 13:1E-99.13 Recycling Plan	N.J.S.A. 13:1E-9.4
Regulatory Citation	N.J.A.C. 7:26	N.J.A.C. 7:26A	N.J.A.C. 7:26 and N.J.A.C. 7:26H	N/A	N.J.A.C. 7:26-6.1 et seq.	N/A
Does local agency have enforcement authority?						
CEHA Agency (i.e. county health department)	Yes	Yes	Not at this time- though NJDEP can delegate.	CEHA Ordinance allowed only for unique requirements. Can enforce local recycling ordinance if identified.	Yes	Yes
Local Boards of Health	Yes	Yes	No	Can enforce the local ordinance if ID'd as the enforcement agency.	No	Yes
Solid Waste Utility Authority	Only if participating as approved subcontractor under CEHA.	Only if participating as approved subcontractor under CEHA.	No	No	No, unless ID'd in their District Plan to enforce.	Only if participating as approved subcontractor under CEHA.
General Municipal Powers	No	No	No	Yes	No	No

ORDINANCE #10
ORDINANCE TO SET FORTH ESTABLISHING PENALTIES
FOR VIOLATIONS OF THE SOLID WASTE MANAGEMENT ACT
N.J.S.A. 13:1E-1 ET. SEQ.

WHEREAS, Monmouth County designated the Monmouth County Health Department as the County entity for administration of the County Environmental Health Act (CEHA) Program, pursuant to N.J.S.A. 26:3A2-21 et seq.

WHEREAS, The New Jersey Department of Environmental Protection (NJDEP) certified approval of the County CEHA Plan for solid waste environmental enforcement, among other things, authorizing the Monmouth County Health Department to enforce the Solid Waste Management Act, and the rules and regulations adopted thereunder.

WHEREAS, The County has recommended adoption of an ordinance to establish penalties for violations of the Monmouth County district solid waste management plan to source separate designated recyclable materials in accordance with the State's Solid Waste Management Act, and the rules and regulations adopted thereunder.

ORDAINED, by the Monmouth County Board of Health that the Monmouth County CEHA Solid Waste Penalty Ordinance is as follows:

Section I – Authority:

This Ordinance is enacted pursuant to and consistent with the County Environmental Health Act, N.J.S.A. 26:3A2-21 et seq. and the Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., and the rules and regulations adopted thereunder.

Section II – Purpose:

This Ordinance establishes penalty amounts for violations of unique solid waste generator requirements found in the solid waste management plan for Monmouth County, which shall be assessed and collected by the County of Monmouth and its authorized solid waste agents, and as such, supplements the provisions its Solid Waste Management Plan as approved by NJDEP.

Section III – Definitions

The following words and terms, when used in this ordinance, shall have the following meanings, unless the context clearly indicates otherwise. Terms not defined in this ordinance have the same meaning as those defined in N.J.S.A. 13:1E – 1 et seq., and the rules and regulations adopted thereunder at N.J.A.C. 7:26-1 et seq and 7:26A-1 et seq.

Section IV – Applicability

Section V – Requirements

A. Prohibition of the Collection of Solid Waste Mixed with Recyclable Materials

1. It shall be unlawful for solid waste collectors to collect solid waste that is mixed with, or contains visible signs of, designated recyclable materials. It is also unlawful for solid waste collectors to remove for disposal those bags or containers of solid waste which visibly display a warning notice or sticker or some other device indicating that the load of solid waste contains designated recyclable materials.

B. It shall be the responsibility of the occupant to properly segregate the uncollected solid waste for proper disposal or recycling in accordance with the adopted and approved Monmouth County Solid Waste Management Plan, including the recycling component thereof and the municipal recycling ordinance. Allowing non source separated solid waste and recyclables to accumulate will be considered a violation of this article.

C. Once placed in the location identified by this Ordinance, or any rules or regulations promulgated pursuant to this Ordinance, no person, other than those authorized by the municipality, shall tamper with, collect, remove, or otherwise handle designated recyclable materials.

Section VI – Enforcement and Penalties

The Monmouth County Health Department is hereby empowered to enforce the provisions of this Ordinance. An inspection may consist of sorting through containers and opening solid waste bags to detect, by sight or sound, the presence of recyclable material.

A. Violation of any provision of this Ordinance shall be cause for an enforcement document to be issued to the violator according to procedures set forth at N.J.A.C. 7:26 – 1 et seq. and 7:26A – 1 et seq.

B. Any person, corporation, occupant, or entity that violates or fails to comply with any provision of this Ordinance or any rules and regulations promulgated hereunder shall, upon conviction thereof, be punishable by a fine not less than \$250, nor more than \$1000.

If the violation is of a continuing nature, each day during which it occurs shall constitute and additional, separate, and distinct offense.

C. No provision of this Ordinance shall be construed to impair any common law or statutory cause of action, or legal remedy therefrom, of any person for injury or damage arising from any violation of this Ordinance or from other law.

Section VII – Severability and Repealer

This Ordinance shall take effect immediately, unless otherwise provided by Resolution of the governing body.

A. If any provision or portion of a provision of this Ordinance is held to be unconstitutional, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of this Ordinance shall not be invalidated.

B. All Ordinances or parts of Ordinances, which are inconsistent with any provisions of this ordinance, are hereby repealed as to the extent of such inconsistencies. In the event that it is determined, by a court of competent jurisdiction, that any provision or section of this Ordinance is unconstitutional, all other sections and provisions shall remain in effect.

THIS IS A COURTESY COPY OF THIS RULE PROPOSAL. THE OFFICIAL VERSION IS SCHEDULED TO BE PUBLISHED IN THE JANUARY 7, 2008, NEW JERSEY REGISTER. SHOULD THERE BE ANY DISCREPENCIES BETWEEN THIS TEXT AND THE OFFICIAL VERSION OF THE ADOPTION, THE OFFICIAL VERSION WILL GOVERN.

<u>Rule</u> <u>N.J.A.C.</u>	<u>Rule Summary</u>	<u>Base</u> <u>Penalty</u>	<u>Type of</u> <u>Violation</u>	<u>Grace</u> <u>Period</u> <u>(days)</u>
<u>7:26A-8.1</u>	<u>Failure by a transporter of recyclable materials to provide a recycling tonnage report by February 1 of each year.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7.26A-8.3</u>	<u>Failure of transporter to not mix source-separated recyclables with other wastes.</u>	<u>\$4,500</u>	<u>NM</u>	

8. The violations of N.J.A.C. 7:26A-10, Standards for Generators of Source Separated Recyclable Materials, the type of violation as minor (M) or non-minor (NM), the applicable grace period if the violation is minor, and the civil administrative base penalty for each violation are as set forth in the following table.

<u>Rule</u> <u>N.J.A.C.</u>	<u>Rule Summary</u>	<u>Base</u> <u>Penalty</u>	<u>Type of</u> <u>Violation</u>	<u>Grace</u> <u>Period</u> <u>(days)</u>
<u>7:26A-10.1(a)</u>	<u>Failure of generator to separate, store, and set out waste in accordance with the municipal recycling ordinance.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-10.3(a)1</u>	<u>Failure of generator to obtain approval from governing municipality for alternate recycling of non-source-separated waste.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>

PENALTIES FOR RECYCLING VIOLATIONS (UNDER STATE REGULATIONS)
 APPLICABLE TO GENERATORS, HAULERS, AND LOCAL GOVERNMENT
 SCHEDULED FOR ADOPTION IN JANUARY 2009

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<u>7:26A-10.3(a)2</u>	<u>Failure of generator to provide annual written documentation to the municipality of the total number of tons recycled.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-10.3(a)3</u>	<u>Failure of generator to show letter of exemption to enforcement officers or municipal recycling coordinator.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>

9. The violations of N.J.A.C. 7:26A-11, Standards for Municipalities, the type of violation as minor (M) or non-minor (NM), the applicable grace period if the violation is minor, and the civil administrative base penalty for each violation are as set forth in the following table.

<u>Rule N.J.A.C.</u>	<u>Rule Summary</u>	<u>Base Penalty</u>	<u>Type of Violation</u>	<u>Grace Period (days)</u>
<u>7:26A-11.1(a)</u>	<u>Failure of municipality to designate a recycling coordinator.</u>	<u>\$3,000</u>	<u>M</u>	<u>90</u>
<u>7:26A-11.1(b)</u>	<u>Failure of municipality to adopt a recycling ordinance containing required components</u>	<u>\$3,000</u>	<u>M</u>	<u>90</u>
<u>7:26A-11.2(a)</u>	<u>Failure of municipality to comply with recordkeeping and annual reporting requirements.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>

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<u>7:26A-11.3(a)</u>	<u>Failure of municipality to notify persons occupying residential, commercial, and institutional premises within its municipal boundaries of local recycling opportunities, and the source separation requirements of the ordinance.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-11.4(a)</u>	<u>Failure of municipality to oversee collection of designated materials or to provide for collection in instances where collection is not otherwise provided.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-11.4(c)</u>	<u>Failure of municipality governing body to review master and revise master plan</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-11.4(c)</u>	<u>Failure of municipality to include in master plan provisions for recycling at developments with 50 or more units of single-family residential housing or 25 or more units of multi-family residential housing and any commercial or industrial development proposal for the utilization of 1,000 square feet.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>

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<u>7:26A-11.5(a)1-5</u>	<u>Failure of municipality to issue recycling exemption to generator without ensuring adequate alternating recycling will be achieved.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-11.5(a)6</u>	<u>Failure of municipality to revoke exemption to generator upon failure to meet requirements.</u>	<u>\$4,500</u>	<u>NM</u>	

10. The violations of N.J.A.C. 7:26A-12, Standards for Counties, the type of violation as minor (M) or non-minor (NM), the applicable grace period if the violation is minor, and the civil administrative base penalty for each violation are as set forth in the following table.

<u>Rule N.J.A.C.</u>	<u>Rule Summary</u>	<u>Base Penalty</u>	<u>Type of Violation</u>	<u>Grace Period (days)</u>
<u>7:26A-12.2(a)</u>	<u>Failure of designated implementation agency to prepare a district solid waste management plan and county recycling plan or to update this plan as required.</u>	<u>\$3,000</u>	<u>M</u>	<u>90</u>

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<u>Rule N.J.A.C.</u>	<u>Rule Summary</u>	<u>Base Penalty</u>	<u>Type of Violation</u>	<u>Grace Period (days)</u>
<u>7:26A-12.2(b)</u>	<u>Failure of county recycling plan to include a strategy for the collection, marketing and disposition of designated source separated recyclable materials.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-12.3(a)1</u>	<u>Failure of county recycling coordinator to maintain contact information for all recycling coordinators.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-12.3(a)2</u>	<u>Failure of county recycling coordinator to maintain records regarding the issuance, by each municipal governing body, of the exemption from the source separation issued pursuant to N.J.A.C. 7:26A-11.5.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>
<u>7:26A-12.3(a)3</u>	<u>Failure of county recycling coordinator to maintain copies of all municipal recycling ordinances and ensure that these ordinances are consistent with the county recycling plan.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>

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<u>Rule N.J.A.C.</u>	<u>Rule Summary</u>	<u>Base Penalty</u>	<u>Type of Violation</u>	<u>Grace Period (days)</u>
<u>7:26A-12.3(a)4</u>	<u>Failure of county recycling coordinator to meet with all municipal recycling coordinators, at least annually, to determine progress toward meeting the recycling goals of the county recycling plan.</u>	<u>\$3,000</u>	<u>M</u>	<u>30</u>

7:26A-9.5 Civil administrative penalty determination

(a) The Department shall assess penalties under this section, and not under N.J.A.C. 7:26A-9.4, when:

1. Because of the specific circumstances of the violation, the Department determines that the penalty amount under N.J.A.C. 7:26A-9.4 would be too low to provide a sufficient deterrent effect as required by the Act; or

2. The violation is not listed under N.J.A.C. 7:26A-9.4.

(b) Each violation of the Act, or any rule promulgated, any administrative order, permit, license or other operating authority issued, any district solid waste management plan approved, and any parameter contained therein, pursuant to the Act, shall constitute an additional, separate and distinct violation.

(c) Each day during which a violation continues shall constitute an additional, separate and distinct violation.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

The following outline can be used to develop a Debris Management Plan.

DEBRIS MANAGEMENT PLAN

PURPOSE

- To provide policies and guidance to _____ for the removal and disposition of debris caused by a major disaster.
- To facilitate and coordinate the management of debris following a disaster in order to mitigate against any potential threat to the lives, health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

SITUATION AND ASSUMPTIONS

SITUATION

- Natural and manmade disasters precipitate a variety of debris that include, but are not limited to, such things as trees, sand, gravel, building construction material, vehicles, personal property, and hazardous materials.
- The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.
- The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
- In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short-term as well as long-term.

ASSUMPTIONS

- A natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
- The amount of debris resulting from an event or disaster could exceed the local government's ability to dispose of it.
- If the natural disaster requires, the Governor would declare a state of emergency that authorizes the use of State resources to assist in the removal and disposal of debris. In the event Federal resources are required, the Governor would request through FEMA a Presidential Disaster Declaration.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The debris management program implemented by the local government will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration and landfilling.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

CONCEPT OF OPERATIONS

Emergency Operations Center Activation

- Define how the County Emergency Management Agency will activate the Emergency Operations Center (EOC).
- Define who will make up the Debris Management Task Force (DMTF) and their specific duties and responsibilities.
- The EOC Director or his designated representative in conjunction with the DMTF will determine the extent of damage and resulting debris and issue appropriate directives to implement this annex.
- Create an appendix that contains a listing of key points of contact.

Estimating the Type and Amount of Debris

- Designate public works department personnel to determine the estimated amount of debris generated as soon as possible.
- Define the estimating methods to be used. One method to estimate debris is to conduct a drive-through "windshield" damage assessment and estimate the amount of debris visually. Another method is an aerial assessment by flying over the area using State Police and/or National Guard helicopters and Civil Air Patrol reconnaissance flights. The damaged area can be assessed either visually or using aerial photography. Once the area has been assessed actions can be taken to implement Phase I debris clearing procedures and institute requests for additional State or Federal assistance.

Site Selection Priorities

- Determine the number of Temporary Debris Storage and Reduction (TDSR) sites and location of these sites for the collection and processing of debris.
- Prioritize which sites will be opened based on the amount of debris estimated.

First Priority: Pre-determined TDSR sites

Second Priority: Public property within the damaged area

Last Priority: Private property

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

Pre-Designated TDSR sites

- Pre-identified TDSR sites should be identified on county maps.
- Either Solid Waste Authority or Public Works should maintain detailed information pertaining to each of these sites. Designate which agency has responsibility.
- Detailed information should include exact location, size, available ingress and egress routes and results of an environmental assessment and initial data samples.
- Baseline data should include videotapes, photographs, documentation of physical and biological features, and soil and water samplings.
- The list of TDSR sites should be reviewed annually and updated as necessary as part of the normal maintenance plan.

TDSR Site Preparation.

- Identify the preparatory actions that need to be accomplished after a pre-designated TDSR site has been selected.
- Develop a Memorandum of Understanding or a Memorandum of Agreement if required.
- Identify who would be responsible for updating the initial base line data and develop an operation layout to include ingress and egress routes.

Existing Landfills.

- Identify location of county and private landfills.
- Identify any restrictions, limitations or tipping fees.

DEBRIS REMOVAL

General

- Hurricanes and other natural disasters can generate unprecedented amounts of debris in a few hours or a few minutes. The debris may be equally heavy in both urban and rural areas depending on the magnitude of the tree blow-down and associated structural damage such as homes, businesses, utilities and signs. This section provides guidelines on debris removal issues, including emergency roadway clearance, public rights-of-way removal, mobile home park removal, private property removal, navigation hazard removal, and Household Hazardous Waste (HHW) removal.
- Debris removal, regardless of source, becomes a high priority following a disaster. Debris management strategy for a large-scale debris removal operation divides the operation into two phases.
- Phase I consists of the clearance of the debris that hinders immediate life saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.
- Phase II operations consist of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

Emergency Roadway Debris Removal (Phase I)

- Identify critical routes that are essential to emergency operations.
- Define how efforts will be prioritized between local agencies.
- Identifying areas that State and Federal assistance can target.
- Define what actions take place during Phase I.
- Example: Roadway debris removal involves the opening of arterial roads and collector streets by moving debris to the shoulders of the road. There is no attempt to physically remove or dispose of the debris, only to clear key access routes to expedite the:
 - Movement of emergency vehicles,
 - Law enforcement,
 - Resumption of critical services and,
 - Assessment of damage to key public facilities and utilities such as schools, hospitals, government buildings, and municipal owned utilities.
- Define the type of debris that may be encountered such as tree blow-down and broken limbs; yard trash such as outdoor furniture, trash cans, utility poles, power, telephone and cable TV lines, transformers and other electrical devices; building debris such as roofs, sheds and signs; and personal property such as clothing, appliances, boats, cars, trucks and trailers.
- Define the priority to open access to other critical community facilities, such as municipal buildings, water treatment plants, wastewater treatment plants, power generation units, and airports.
- The requirement for government services will be increased drastically following a major natural disaster. Develop procedures to determine the damage done to utility systems. Activities involving these facilities should be closely coordinated with their owners and/or operators.

Local, Tribal, State and Federal Assistance

- Identify local, tribal, State and Federal government assets that may be available such as:
 - Municipal workers and equipment
 - Local and State Department of Transportation (DOT) workers and equipment
 - National Guard
 - Local contractors
 - U.S. Department of Agriculture (USDA) Forest Service chain saw crews
 - Local U.S. Army Corps of Engineers (USACE) workers and equipment

Supervision and Special Considerations

- Immediate debris clearing (Phase I) actions should be supervised by local public works or DOT personnel using all available resources. Requests for additional assistance and resources should be made to the State Emergency Operations Center (EOC). Requests for Federal assistance will be requested through the State Coordinating Officer (SCO) to the FEMA Federal Coordinating Officer (FCO).
- Special crews equipped with chain saws may be required to cut up downed trees. This activity is hazardous, and common sense safety considerations are necessary to reduce the chance of injury and possible loss of life. When live electric lines are involved, work crews should coordinate with local utility companies to have power lines deenergized for safety reasons.

APPENDIX B

DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

- Front-end loaders and dozers should be equipped with protective cabs. Driveway cutouts, fire hydrants, valves, and stormwater inlets should be left unobstructed. All personnel should wear protective gear, such as hard hats, gloves, goggles, and safety shoes.
- The USDA Forest Service and other State and Federal land management agencies are equipped for fast responses to tornadoes, and hurricanes. Assistance would be requested through the State SCO to the FCO according to standard procedures.

Public Rights-of-Way Debris Removal and Disposal (Phase II)

- Debris is simply pushed to the shoulders of the roadway during the emergency opening (Phase I) of key routes. There is little time or concern for sorting debris at that time. The objective is to provide for the safe movement of emergency and support vehicles into and out of the disaster area. As removal operations progress, the initial roadside piles of debris become the dumping location for additional yard waste and other storm-generated debris, such as construction material, personal property, trash, white metals such as refrigerators, washers, dryers and hot water heaters, roofing and even household, commercial, and agricultural chemicals.
- Define how the DMTF will coordinate debris removal operations.
- Define how local and State government force account employees will transition from Phase I to Phase II operations.
- Determine if Mutual Aid agreements exist.
- Determine if local contractors will be needed to assist in Phase II operations.
- Determine if additional State and/or Federal assistance will be required.
- Develop local field inspection teams. The teams become the “eyes and ears” for the DMTF.
- Coordinate through local agencies to establish a contracted work force capable of expeditious removal of the debris.
- Develop an independent team using the local and State personnel to monitor the removal activities. This team becomes the debris manager’s “eyes and ears” in the field.
- Conduct daily update briefings with key debris managers. Ensure that all major debris removal and disposal actions are reviewed and approved by the local debris manager.
- Ensure that a representative of the DMTF attends all briefings to resolve any coordination problems between State and Federal debris removal efforts and local debris removal and disposal efforts.
- Coordinate with local, tribal and State DOT and law enforcement authorities to ensure that traffic control measures expedite debris removal activities.
- Establish a proactive information management plan. Emphasis should be placed on actions that the public can perform to expedite the cleanup process, such as separating burnable and nonburnable debris; segregating HHW; placing debris at the curbside; keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping; and segregating recyclable materials.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

- The public should be kept informed of debris pick-up schedules, disposal methods and ongoing actions to comply with State and Federal Environmental Protection Agency (EPA) regulations, disposal procedures for self-help and independent contractors, and restrictions and penalties for creating illegal dumps. The Public Information Officer (PIO) should be prepared to respond to questions pertaining to debris removal from the press and local residents. The following questions are likely to be asked:
 - *What is the pick-up system?*
 - *When will the contractor be in my area?*
 - *Who are the contractors and how can I contact them?*
 - *Should I separate the different debris materials and how?*
 - *How do I handle Household Hazardous Waste?*
 - *What if I am elderly?*

Private Property Debris Removal

- Dangerous structures should be the responsibility of the owner or local government to demolish to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain because of the lack of insurance, absentee landlords, or under-staffed and under-equipped local governments. Consequently, demolition of these structures may become the responsibility of DMTF.
- Develop procedures to ensure complete cooperation with numerous local and State government officials to include the following: real estate offices, local law and/or code enforcement agencies, State historic preservation office, qualified contractors to remove HHW, asbestos, lead-based paint, and field teams to photograph the sites before and after demolition.
- Include a copy of Demolition of Private Property checklist
- Include copies of sample ordinances that can be activated when a “state of emergency” is implemented, eliminating any unnecessary waiting period.
- The most significant building demolition problem will be that local governments do not have proper ordinances in effect to handle emergency condemnation procedures. Moreover, structures will be misidentified or have people or belongings in them when the demolition crews arrive necessitating removal by local law enforcement. Close coordination is essential, and it is recommended that at least one FEMA staff person be on site to work directly with the local government staff to ensure that all required legal actions are taken.

Household Hazardous Wastes Removal

- HHW may be generated as a result of a major natural disaster. HHW may consist of common household chemicals, propane tanks, oxygen bottles, batteries, and industrial and agricultural chemicals. These items will be mixed into the debris stream and will require close attention throughout the debris removal and disposal process.
- Consider HHW response teams be assigned and respond ahead of any removal efforts. Consider preparing draft emergency contracts with generic scopes of work. Coordinate with regulatory agencies concerning possible regulatory waivers and other emergency response requirements.
- Arrange for salvageable hazardous materials to be collected and segregated based on their intended use. Properly trained personnel or emergency response HHW contractors should accomplish removal of hazardous waste. Coordinate with regulatory agencies to ensure cleanup actions meet local, tribal, State, and Federal regulations.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

- Complete HHW identification and segregation before building demolition begins. Qualified contractors should remove HHW debris. Regular demolition contractors can remove uncontaminated debris.
- A separate staging area for HHW materials, contaminated soils, and contaminated debris should be established at each TDSR site. The staging area should be lined with an impermeable material and bermed to prevent contamination of the groundwater and surrounding area. Materials should be removed and disposed of using qualified HHW personnel/contractors in accordance with local, tribal, State and Federal regulations.

TEMPORARY DEBRIS STORAGE AND REDUCTION SITES

- Once the debris is removed from the damaged area, it will be taken to temporary debris storage and reduction sites.
- Removal and disposal actions should be handled at the lowest level possible based on the magnitude of the event. It follows the normal chain of responsibility, i.e., local level, county level, State level, and when resources are exceeded at each level of responsibility, Federal assistance may be requested according to established procedures. Because of the limited debris removal and reduction resources, the establishment and operation of TDSR sites are generally accomplished by contracts.
- Emphasis is placed on local government responsibilities for developing debris disposal contracts. Local, tribal, county and/or State governments may be responsible for developing and implementing these contracts for debris removal and disposal under most disaster conditions.
- The DMTF should review all debris disposal contracts. There should be a formal means to monitor contractor performance to ensure that funds are being used wisely.
- **Site Preparation.** The topography and soil conditions should be evaluated to determine best site layout. Consider ways to make remediation and restoration easier when planning site preparation.
- **Site Operations.** Site preparation and operation are usually left up to the contractor, but guidance can help avoid problems with the ultimate closeout.
- Establish lined temporary storage areas for ash, HHW, fuels, and other materials that can contaminate soils, groundwater and surface water. Set up plastic liners, when possible, under stationary equipment such as generators and mobile lighting plants. Include this as a requirement of the contract scope of work.
- If the site is also an equipment staging area, monitor fueling and equipment repair to prevent and mitigate spills such as petroleum products and hydraulic fluids. Include clauses in contract scope of work to require immediate cleanup by the contractor.
- Be aware of and mitigate things that will irritate the neighbors such as:
 - smoke** - proper construction and operation of incineration pits. Don't overload air curtains.
 - dust** - employ water trucks.
 - noise** - construct perimeter berms.
 - traffic** - proper layout of ingress and egress procedures to help traffic flow.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

DEBRIS REDUCTION METHODS

Volume Reduction by Incineration

- There are several incineration methods available including **uncontrolled open incineration, controlled open incineration, air curtain pit incineration, and refractor lined pit incineration.** The DMTF should consider each incineration method before selection and implementation as part of the overall volume reduction strategy.
- **Uncontrolled Open Incineration:** Uncontrolled open incineration is the least desirable method of volume reduction because it lacks environmental control. However, in the haste to make progress, the Department of Natural Resources may issue waivers to allow this method of reduction early in a disaster.
- **Controlled Open Incineration:** Controlled open incineration is a cost-effective method for reducing clean woody debris in rural areas. This option must be terminated if mixed debris such as treated lumber, poles, nails, bolts, tin and aluminum sheeting enters the waste flow. Clean woody tree debris presents little environmental damage and the resulting ash can be used as a soil additive by the local agricultural community. Department of Agriculture and county agricultural extension personnel should be consulted to determine if and how the resulting ash can be recycled as a soil additive. Responsible agencies and telephone numbers should be provided.
- **Air Curtain Pit Incineration:** Air curtain pit incineration offers an effective means to expedite the volume reduction process by substantially reducing the environmental concerns caused by open incineration. Specifications and statements of work should be developed to expedite the proper use of the systems, because experience has shown that many contractors and subcontractors are not fully knowledgeable of the system operating parameters.
- **Refractor Lined Pit Incineration:** Pre-manufactured refractory lined pit burners are an alternative to air curtain open pit incineration. The units can be erected on site in a minimal amount of time. Some are portable and others must be built in-place. The units are especially suited for locations with high water tables, sandy soil, or where materials are not available to build above ground pits. The engineered features designed into the units allow for a reduction rate of approximately 95 % with a minimum of air pollution. The air curtain traps smoke and small particles and recirculates them to enhance combustion that reaches over 2,500 degrees Fahrenheit. Manufacturers claim that combustion rates of about 25 tons per hour are achievable while still meeting emission standards.
- Local officials, environmental groups, and local citizens should be thoroughly briefed on the type of incineration method being used, how the systems work, environmental standards, health issues, and the risk associated with each type of incineration. PIOs should take the initiative to keep the public informed. A proactive public information strategy to include press releases and media broadcasts should be included in any operation that envisions incineration as a primary means of volume reduction.

NOTE: NJDEP rules prohibit open burning; these options are unlikely to be approved ...

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

Environmental Controls

Environmental controls are essential for all incineration methods, and the following should be considered:

- A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractors should use fencing and warning signs to keep the public away from the incineration area.
- The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.
- The incineration area should be placed in an above ground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep.
- The incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1-foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.
- The ends of the pits should be sealed with dirt or ash to a height of 4 feet.
- A 12-inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle should be 3 to 6 inches from the end of the pit.
- There should be 1-foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.
- Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.
- The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping.
- The pit should be no longer than the length of the blower system, and the pit should be loaded uniformly along the length.

Volume Reduction by Grinding and Chipping

- Hurricanes and tornadoes may present the opportunity to employ large-scale grinding and chipping operations as part of the overall debris volume reduction strategy. Hurricanes can blow away scarce topsoil in the agricultural areas and cause extensive tree damage and blow-down. This two-fold loss, combined with local climatic conditions, may present an excellent opportunity to reduce clean woody debris into suitable mulch that can be used to replenish the topsoil and retain soil moisture.
- Grinding and chipping woody debris is a viable reduction method. Although more expensive than incineration, grinding and chipping is more environmentally friendly, and the resulting product, mulch, can be recycled. In some locations the mulch will be a desirable product because of shallow topsoil conditions. In other locations it may become a landfill product.
- Grinding and chipping woody debris reduces the large amounts of tree blow-down. Chipping operations are suitable in urban areas where streets are narrow or in groves of trees where it is cheaper to reduce the woody vegetation to mulch than to move it to a central grinding site and then returning it to the affected area. This reduces the costs associated with double handling.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

- The DMTF should work closely with local environmental and agricultural groups to determine if there is a market for mulch. Another source for disposal of ground woody debris may be as an alternative fuel for industrial heating or for use in a cogeneration plant.
- There are numerous makes and models of grinders and chippers on the market. When contracting, the most important item to specify is the size of the mulch. If the grinding operation is strictly for volume reduction, size is not important. However, mulch to be used for agricultural purposes must be of a certain size and be virtually free of paper, plastic and dirt.
- The average size of wood chips produced should not exceed 4 inches in length and ½ inch in diameter. Production output should average 100 to 150 cubic yards per hour when debris is moderately contaminated, which slows feeding operations, and 200 to 250 cubic yards per hour for relatively clean debris. Note that this is not machine capability; this is contractor output or performance capability.
- Contaminants are all materials other than wood products and should be held to 10% or less for the mulch to be acceptable. Plastics are a big problem and should be eliminated completely. To help eliminate contaminants, root rake loaders should be used to feed or crowd materials to the grapplers. Bucket-loaders tend to scoop up earth, which is a contaminant and causes excessive wear on the grinder or chipper. Hand laborers should remove contaminants prior to feeding the grinders. Shaker screens should be used when processing stumps with root balls or when large amounts of soil are present in the woody debris.
- Chippers are ideal for use in residential areas, orchards, or groves. The number of damaged and uprooted trees presents significant problems if they are pushed to the rights-of-way for eventual pick-up and transport to staging and reduction sites. The costs associated with chipping are reasonable because the material does not need to be transported twice.
- Grinders are ideal for use at debris staging and reduction sites because of their high volume reduction capacity. Locating the grinders is critical from a noise and safety point-of-view. Moreover, there is a need for a large area to hold the woody debris and an area to hold the resulting mulch. Ingress and egress to the site is also an important consideration.

Volume Reduction by Recycling

- Recycling reduces mixed debris volume before it is hauled to a landfill. Recycling is attractive and strongly supported by _____ because there may be an economic value to the recovered material if it can be sorted and sold. A portable Materials Recovery Facility could be set up at the site. Metals, wood, and soils are prime candidates for recycling. The major drawback is the potential environmental impact of the recycling operation. In areas where there is a large usage of chemical agricultural fertilizer, the recovered soil may be too contaminated for use on residential or existing agricultural land.
- Hurricanes may present opportunities to contract out large-scale recycling operations and to achieve an economic return from some of the prime contractors who exercise their initiative to segregate and recycle debris as it arrives at the staging and reduction sites. Recycling has significant drawbacks if contracts are not properly written and closely monitored.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

- Specialized contractors should be available to bid on disposal of debris by recycling, if it is well sorted. Contracts and monitoring procedures should be developed to ensure that the recyclers comply with local, tribal, State and Federal environmental regulations.
- Recycling should be considered early in the debris removal and disposal operation because it may present an opportunity to reduce the overall cost of the operation. The following materials are suitable for recycling.
- **Metals.** Hurricanes and tornadoes may cause extensive damage to mobile homes, sun porches, and green houses. Most of the metals are non-ferrous and suitable for recycling. Trailer frames and other ferrous metals are also suitable for recycling. Metals can be separated using an electromagnet. Metals that have been processed for recycling can be sold to metal recycling firms.
- **Soil.** Cleanup operations using large pieces of equipment pick up large amounts of soil. The soil is transported to the staging and reduction sites where it is combined with other organic materials that will decompose over time. Large amounts of soil can be recovered if the material is put through some type of screen or shaker system. This procedure can produce significant amounts of soil that can either be sold or recycled back into the agricultural community. This soil could also be used at local landfills for cover. It is more expensive to transport and pay tipping fees at local landfills than to sort out the heavy dirt before moving the material. Monitoring and testing of the soil may be necessary to ensure that it is not contaminated with chemicals.
- **Wood.** Woody debris can be either ground or chipped into mulch.
- **Construction Material.** Concrete block and other building materials can be ground and used for other purposes if there is a ready market. Construction materials and wood can also be shred to reduce volume. This construction material could also be used at local landfills for cover.
- **Residue Material.** Residue material that cannot be recycled, such as cloth, rugs, and trash, can be sent to a landfill for final disposal.

TDSR SITE CLOSE-OUT PROCEDURES

- Each TDSR site will eventually be emptied of all material and be restored to its previous condition and use. The contractor should be required to remove and dispose of all mixed debris, construction and demolition (C&D) debris, and debris residue to approved landfills. Quality assurance inspectors should monitor all closeout and disposal activities to ensure that contractors complied with contract specifications. Additional measures will be necessary to meet local, tribal, State and Federal environmental requirements because of the nature of the staging and reduction operation.
- The contractor must assure the DMTF that all sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site remediation will go smoothly if baseline data collection and site operation procedures are followed.
- The basic close-out steps are to remove all debris from the site; conduct an environmental audit or assessment; develop a remediation or restoration plan approved by the appropriate environmental agency; execute the plan; get acceptance from the landowner; and terminate lease payments, if applicable. The key to timely closeout of the mission is the efficient scheduling of the above activities for multiple sites. Therefore, critical path scheduling of all the activities as far in advance as possible will minimize down time between steps.
- **Environmental Restoration.** Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. HHW and medical wastes should be segregated and removed prior to stockpiling. Activities at the debris disposal sites will include anyone or a combination of the following activities: stockpiling, sorting, recycling, incineration, grinding, and

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

chipping. Incineration is done in air curtain pits and generally only woody debris is incinerated; however, the efficiency of the incineration and the quality of incineration material is highly variable. Contamination may occur from petroleum spills at staging and reduction sites or runoff from the debris piles, incineration sites, and ash piles.

- **Site Remediation.** During the debris removal process and after the material has been removed from each of the debris sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil, and groundwater.
- The monitoring of the ash should consist of chemical testing to determine the suitability of the material for landfilling.
- Monitoring of the soils should be by portable methods to determine if any of the soils are contaminated by volatile hydrocarbons. The contractors may do this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.
- The monitoring of the groundwater should be done on selected sites to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.
- Consider the following requirements to closeout a temporary staging and reduction site(s).
 - Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.
 - Establish a testing and monitoring program. The contractor should be responsible for environmental restoration of both public and leased sites. Contractors will also be required to remove all debris from sites for final disposal at landfills prior to closure.
 - Reference appropriate and applicable environmental regulations.
 - Prioritize site closures.
 - Schedule closeout activities.
 - Determine separate protocols for air, water and soil testing.
 - Develop cost estimates.
 - Develop decision criteria for certifying satisfactory closure based on limited baseline information.
 - Develop administrative procedures and contractual arrangements for closure phase.
 - Inform local, tribal and State environmental agencies regarding acceptability of program and established requirements.
 - Designate approving authority to review and evaluate contractor closure activities and progress.
 - Retain staff during closure phase to develop site-specific remediation for sites, as needed, based on information obtained from the closure checklist.

ORGANIZATION AND RESPONSIBILITIES

Local Government Agencies and Departments

- Identify each government agency or department that has debris clearing, removal or disposal actions.
- Define their responsibilities in detail.

Supporting Agencies

- Identify each government agency or department that has debris clearing, removal or disposal actions.
- Define their responsibilities in detail.

APPENDIX B DEBRIS MANAGEMENT PLAN OUTLINE EXAMPLE

ADMINISTRATION AND LOGISTICS

- All agencies will document personnel and material resources used to comply with this annex. Documentation will be used to support any Federal assistance that may be requested or required.
- Requests for support and/or assistance will be upchanneled from the local level to the county level EOC and then to the State EOC. Requests for Federal assistance will be made by the State EOC through established procedures, as outlined in the Federal Response Plan.
- All agencies will ensure 24-hour staffing capability during implementation of this annex, if the emergency or disaster requires.
- Define who will be responsible to initiate an annual update of this annex. It will be the responsibility of each tasked agency to update its respective portion of the annex and ensure any limitations and shortfalls are identified and documented, and work-around procedures developed, if necessary.

AUTHORITIES AND REFERENCES

- Develop a listing of authorities and references identified in this annex.

APPENDICES

- Develop a listing of appropriate appendices that support this annex.

**Division of Solid and Hazardous Waste
(Date of Document)**

Guidance Document:

**Dealing with Increased Waste Generation
in the Aftermath of (fill in reason)**

I. Purpose

The Governor of New Jersey has declared a state of emergency for the following New Jersey counties: (insert counties) due to (insert reason or purpose for emergency action). The Department of Environmental Protection (Department) anticipates a short, but dramatic increase in waste which will need to be safely and timely disposed. This guidance document has been prepared to assist counties, municipalities, solid waste facilities, recycling facilities, and other impacted entities deal quickly and safely with this anticipated short-term increase in waste. The provisions of this guidance document are effective immediately and are valid until such time as the Department officially rescinds this guidance.

II. Legal Authority

The Department is acting under the authority of the Solid Waste Management Act (N.J.S.A. 13:1E-1 et seq.) and the Solid Waste Utility Control Act (N.J.S.A. 48:13A-1 et seq.). (Check Governor's executive order for additional authority.)

III. Capacity Increases/Additional Waste Types at Solid Waste Permitted Facilities and Recycling Facilities

The Department will consider temporary exceedances of permitted capacity and/or hours of operation at solid waste facilities, recycling facilities, and requests for authorization to accept additional solid waste types on a case-by-case basis. Authorization must be obtained prior to additional waste and/or recyclable materials acceptance and is applicable until such time as this guidance is rescinded by the Department. Additionally, such increase in waste and/or recyclable material will not count towards a facility's annual or daily capacity limit, if applicable. The Department intends to give verbal

approval for such requests, with subsequent written confirmation. To expedite this verbal approval process, the Department needs the applicant to provide the following information certified and in writing, mailed or faxed:

- ◆ Estimate of additional tonnage and waste and/or recyclable material types;
- ◆ Physical and chemical characteristics of the waste and origin;
- ◆ Conditions of the permit which may/will be exceeded;
- ◆ Current storage capacity and/or limitations;
- ◆ Hours and days of operation;
- ◆ Whether the waste will be processed prior to receipt and if, so how;
- ◆ Reasons exceedance should be approved (especially if there is other local capacity available)

For solid waste storage, transfer and treatment facilities, all environmental discharge and emission limits must continue to be met. This emergency action only allows increased waste acceptance until this guidance is rescinded by the Department if environmental limitations are met.

Be advised that it is the applicant's responsibility to ensure that its actions are also in compliance with, and approved by, any other agency that has jurisdiction. The Department will make every effort to assist the applicant in coordinating all necessary approvals.

IV. General Waste Handling

The Department encourages the separation of waste materials by type whenever possible. It is especially important to properly separate out and bag putrescible materials (for example, food wastes and other waste that cause odors and/or attract insects, rodents and other animals) so that they may be picked up on a priority basis. Additionally, household hazardous waste should be separated from other wastes so that it may be handled in an environmentally safe manner. Waste separation is important to minimize odors and vector problems.

Since these materials have been contaminated with flood waters, employees should be reminded of the importance of wearing personal protection such as gloves and should practice proper personal hygiene such as no smoking or eating on the job and appropriate handwashing.

In addition, materials which can be recycled such as branches, certain construction and demolition debris, etc., should be separated from those that must be disposed of as waste. This will facilitate the flow of these materials to recycling facilities and reduce the burden on solid waste disposal operations. Additionally, separation of waste by type may also reduce costs, as generally waste disposal costs more than recycling.

V. Transporter Registration

In those areas where non hazardous solid waste can not be timely collected by licensed and certificated solid waste collectors, the Department will relax its transporter registration requirements (N.J.A.C. 7:26-3.2.) for National Guard vehicles, county, and municipal vehicles to meet the solid waste collection and disposal needs of their communities. Vehicles from hospitals, nursing homes and other health care facilities may also haul waste from such institutions without transporter registration certificates until such time as this guidance is rescinded by the Department. Newly leased and/or rented vehicles may also be used should counties, municipalities, or health care facilities find them necessary to cope with the increased volumes of waste. The Department must be notified if any county/municipal/ health care facility vehicles will be used prior to putting them in service. Such notifications should be faxed to enforcement at (609) 588-2444.

VI. Solid Waste Disposal Facility Pricing

Solid waste disposal facilities are reminded that any rate they may charge must be in accordance with their approved tariff on file with the Department. Moreover, the Department has the authority to review any rate which a facility may charge upon complaint or on its own initiative to determine whether the rate is reasonable. The current state of emergency should not result in excessive rate increases at solid waste disposal facilities.

VII. Emergency Storage

In the event that the duration of the emergency and the particular waste handling situation of a locality results in potential public health and safety risks, it may be necessary for the locality to consider allowing temporary solid waste storage sites for non-putrescible wastes and/or household hazardous waste. These sites may exist until such time as the Department rescinds this guidance and should be established in areas capable of maximum feasible containment of the materials (preferably a paved surface) with adequate provisions for stormwater run off, vector control, and security (preferably a fenced area). Such site should not be located in environmentally sensitive areas such as wetlands or delineated flood plains. Once these sites are selected, the Department should be notified as to the location of the site, its anticipated height, and any other relevant information. Finally, proper precautions should be taken to minimize risk to health and safety at these sites, such as the proper separation and bagging where necessary.

With respect to the storage of hazardous waste by regulated entities, an exemption to the hazardous waste 90 day storage limit is available. Requests for extensions should be made to the regional hazardous waste compliance and enforcement office as indicated at the end of this guidance.

VIII. Recycling

Curbside collection and recycling drop-off centers should operate as usual whenever possible. The Department recommends that should non-recyclables, garbage or putrescible wastes be illegally dumped at a recycling center, the municipality consider discontinuing operations until the declared emergency ends.

The Department recognizes that frequency of recyclables collection may need to be altered to maximize garbage collection or that drop-off centers may need to be partially or completely closed to accommodate temporary emergency storage of solid waste given that there may be no alternate site.

IX. Enforcement

The Department will notify appropriate state enforcement programs of the location of any temporary emergency storage areas, use of county/municipal/health care vehicles for collection of solid waste, and approved increases in capacity or waste type acceptance at permitted solid waste or recycling facilities. No State enforcement action with respect to these activities will be taken during the period this guidance is in effect against entities which have duly contacted the Department, received approval, and are operating in accordance with said approval. The Department will make every effort to coordinate its State enforcement with Federal enforcement programs where applicable.

X. Additional Assistance and/or Contacts

The Department acknowledges that the above guidance may not address all situations which arise. (For example, the guidance does not address issues concerning hazardous waste disposal.) You may contact the following programs for additional information and/or help in dealing with your specific situation:

NJDEP Environmental Hotline:	1-877-WARNDEP
Solid Waste Permitting:	
Landfills	(609) 984-6650
Resource Recovery	(609) 984-6664
Transfer Stations	(609) 292-9880
Hazardous Waste Permitting:	(609) 292-9880
Transporter Information	(609) 984-2014
Air Permitting	(609) 633-7249

Recycling Facilities/Information

Class A (bottles, plastic, cans, etc.)	(609) 984-3438
Class B (Construction & Demolition)	(609) 984-6650
Class C (Compost)	(609) 984-6664
Class D (Used Oil)	(609) 984-6664

Enforcement Offices

Bureau of Solid Waste Compliance & Enforcement	(609) 584-4184
Bureau of Hazardous Waste Compliance & Enforcement	
Northern Field Office	(973) 299-7571
Central Field Office	(609) 584-4250
Southern Field Office	(856) 614-3658

County Solid Waste Contacts:

Atlantic	(609) 272-6950
Bergen	(201) 641-2552
Burlington	(609) 499-1001
Camden	(856) 858-5211
Cape May	(609) 465-9026
Cumberland	(609) 825-3700
Essex	(973) 857-2350
Gloucester	(609) 848-4002
HMDC	(201) 460-1700
Hudson	(201) 795-4555
Hunterdon	(908) 236-7111
Mercer	(609) 278-8100
Middlesex	(732) 745-4170
Monmouth	(732) 431-7460
Morris	(973) 285-8391
Ocean	(732) 506-5047
Passaic	(973) 881-4490
Salem	(609) 935-7900
Somerset	(908) 231-7031
Sussex	(973) 579-0500
Union	(908) 382-9400
Warren	(908) 475-6531

P.O. Box 402
Trenton, NJ 08625-0402
Tel. #(609)292-2885
Fax # (609) 292-7695

ADMINISTRATIVE ORDER NO. _____

WHEREAS, by Executive Order No. _____, dated _____, Governor _____ declared a State of Emergency as a result of (fill in reason for state of emergency); and

WHEREAS, I have determined that continued enforcement of certain environmental protection regulations will impede the expeditious implementation of such measures necessary to address this emergency and ensure continued protection of public health and the environment, to the detriment of the public welfare;

THEREFORE, subject to the approval of the Governor, I hereby suspend enforcement of regulations of the Department of Environmental Protection pertaining to waste removal (N.J.A.C. 7:26, 26A, 26G, 26H, and 26I) to the extent said regulations might otherwise apply to activities deemed necessary by the State Director of Emergency management in response to this emergency. Pursuant to the authority of N.J.S.A. 13:1B-4, N.J.S.A. 13:1E-1 et seq., and N.J.S.A. 52:14A-1 et seq., I hereby designate the following employees to act on my behalf with respect to the suspension of the aforementioned regulations in connection with said emergency solid waste matters:

1. Francis Coolick, Administrator, Solid and Hazardous Waste Management Program; and
2. John Castner, Director, County Environmental and Waste Enforcement.

THIS ORDER shall take effect immediately and remain in effect until such time as the state of emergency declared by Executive Order No. XXX has concluded or this Order is rescinded. All other Administrative orders or portions thereof, which are inconsistent herewith are hereby superseded and repealed. This Order shall be promulgated in accordance with N.J.S.A. App. A:9-45.

By: _____

Commissioner

Dated:

Approved:
Office of the Governor

Chief Counsel to the Governor

MONMOUTH COUNTY RECLAMATION CENTER

HOURS OF OPERATION

Telephone: (732) 918-0142

Monday through Friday

7:00 a.m. until 3:30 p.m.

Saturday

7:00 a.m. until 2:00 p.m.

Closed on Sundays, New Years Day, Thanksgiving, and Christmas Day

Closes at Noon on Memorial Day, Independence Day and Labor Day

TARIFF SCHEDULE AND REGULATIONS (Effective April 1, 2008)

- SOLID WASTE IS NOT ACCEPTED FROM OUT-OF-COUNTY ROUTES
- TARPS ARE REQUIRED FOR ALL OPEN LOADS (enforced by police)
- ASBESTOS ACCEPTED BY APPOINTMENT ONLY (Wednesdays & Saturdays)
- TIRES MAY NOT BE MIXED WITH OTHER MATERIALS (added surcharge)
- ALL VEHICLES CHARGED ON ACTUAL TONNAGE OR PART THEREOF

WASTE DISPOSAL CATEGORIES

	<u>Dumping fee</u> +	<u>State tax</u>	= <u>Total Charge</u>
Municipal and Household Waste (#10)	\$ 64.50	\$ 8.50	\$ 73.00/ton
Commercial and Institutional Waste (#10)	\$ 64.50	\$ 8.50	\$ 73.00/ton
Vegetative Waste (No Leaves or Grass)(#23)	\$ 64.50	\$ 8.50	\$ 73.00/ton
Bulky & Cleanup Waste (#13)	\$ 97.50	\$ 8.50	\$ 106.00/ton
Construction & Demolition Waste (#13C)	\$ 97.50	\$ 8.50	\$ 106.00/ton
Animal & Industrial Waste (#25), (#27)	\$ 97.50	\$ 8.50	\$ 106.00/ton
Contaminated Soil (testing req'd)(#27)	\$ 97.50	\$ 8.50	\$ 106.00/ton
Asbestos (bagged and labeled) (#27)	\$ 163.00	\$ 8.50	\$ 171.50/ton
(plus \$.50/bag handling charge)			
Tires and Cables (#13)	\$ 232.00	\$ 8.50	\$ 240.50/ton

DUMPING PERMITS are not required for cars or trucks with registered weight of 9,000 pounds or less dumping personal waste. All others, including vehicles less than 9,000 pounds that are hauling others' waste must secure a State DEP permit before dumping. **THE LANDFILL CANNOT SELL YOU THIS STATE PERMIT!** Applications for "self-generators" are available from the County Solid Waste Enforcement Office at the Reclamation Center (732-922-4788). Waste collection businesses should phone the NJDOL for permit applications (609-292-6018). State Police investigation (A-901) is required for those collecting/dumping of others' waste (additional fees and waiting period involved). General hauler registration questions may be directed to the NJDEP Solid Waste Transporter Registration Office (609-984-2014).

STATE TAXES collected by the landfill include a Landfill Contingency Tax (\$.50/ton), a Closure Escrow Tax (\$1.00/ton), and a Host Community Tax (\$4.00/ton), paid to Tinton Falls. As of April 1, 2008, a NJ Recycling Tax (\$3.00/ton) is being collected. The former Solid Waste Services Tax was eliminated on February 1, 2008.

RECYCLABLES PROHIBITED: NEWSPAPER, GLASS FOOD & BEVERAGE CONTAINERS, ALUMINUM & TIN FOOD & BEVERAGE CONTAINERS, LEAVES AND GRASS CLIPPINGS, LARGE APPLIANCES, AUTO & HOUSEHOLD BATTERIES will not be accepted. In addition, HIGH-GRADE OFFICE PAPER AND CORRUGATED CARDBOARD will not be accepted from commercial or institutional sources. Also prohibited is CONCRETE, ASPHALT (except shingles), TREE STUMPS AND LARGE TREE PARTS (over 3" diameter). However, carloads may include small amounts of these last four bulky items. Also prohibited from the landfill are any liquid or hazardous materials. **GRASS CLIPPINGS** are accepted separate from other wastes @ \$3.00 per car or \$35.00 per ton for trucks (\$0.35 per 20 lbs). Station Wagons, Minivans and SUV-type vehicles qualify for the car rate only when all grass is behind the rear-most seat.

CASH PAYMENTS are accepted only from cars or small trucks dumping personal waste. All others must establish a pre-paid account with the County Finance Department (phone 732-308-2903) – located on third floor, Hall of Records, Freehold. There is a bad check charge of \$25.00. Delinquent accounts may not dump.

ATTENTION RESIDENTS! Residents needing to dispose of household paints or chemicals can make an appointment to dispose these household hazardous wastes at the Monmouth County Household Hazardous Waste (HHW) Facility. Call 732-922-2234 (Mon-Sat) for an appointment. No charge to qualified participants.

FOR MORE INFO or a copy of our Recycling Directory on how to handle recyclable and hazardous materials, call 732-431-7460 (Planning Office in Freehold), or call our Recycling Hotline at 732-577-8400 for pre-recorded messages. Visit us on-line at <http://www.visitmonmouth.com/reclamation>

Mandated Recyclables



Bottles & Cans

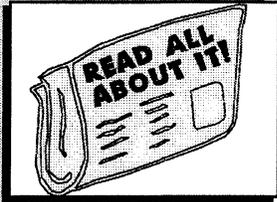
Aluminum Cans. DO NOT INCLUDE; FOIL, PIE TINS, TRAYS, COOKWARE

Tin & Bi-Metal Cans

Glass Bottles & Jars. DO NOT INCLUDE; DISHWARE, LIGHT BULBS, CERAMICS, WINDOW GLASS

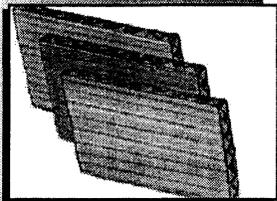
Plastic "Pourable Containers". Neck of bottle smaller than body, #1 #2

Be careful to completely empty any container used for automotive fluids. Any leftover chemicals in containers can be disposed (call 732-922-2234 for appointment) at the Household Hazardous Waste Facility



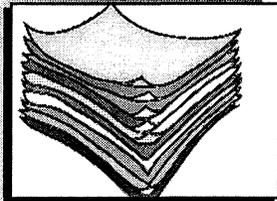
Newspapers

Newspapers and any inserts that come with the paper. DO NOT INCLUDE; ANY NEWSPAPER USED FOR PET WASTE OR HOUSEHOLD PROJECTS



Corrugated Cardboard

Waffle section between layers. DO NOT INCLUDE: FOOD CONTAMINATED CARDBOARD (e.g. pizza boxes) OR WAXED CARDBOARD. Break down boxes.



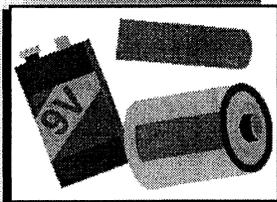
Mixed Paper

Includes: letterhead, colored and white paper, junk mail, soft cover books, chip-board (e.g. cereal boxes). DO NOT INCLUDE: FOOD WRAPPERS, PAPER CUPS OR PLATES OR ANY OTHER PRODUCT USED FOR FOOD OR PERSONAL HYGIENE. NO HARDCOVER BOOKS (UNLESS COVER & BINDER IS REMOVED)



Leaves and Grass Clippings

DO NOT DISPOSE WITH HOUSEHOLD TRASH. Most towns collect unbagged leaves in the fall and spring. Grass clippings can be left on the lawn, added to compost piles, or brought to special drop-off at county landfill (for a fee)



Batteries & Motor Oil

Household batteries (AAA, AA, C, D, 9 Volt). Most towns have drop-off sites. Auto Batteries can be brought to a scrap yard. Motor Oil can be brought to Household Hazardous Waste Facility, some municipalities have drop-offs, or local service stations.



Bulky Recyclables

Tree Parts (stumps, limbs larger than 3 inches in diameter)

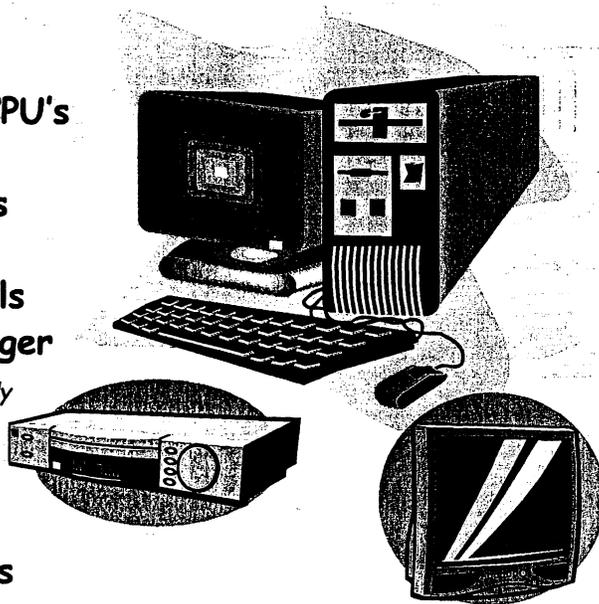
Concrete & Asphalt

Scrap Metals (including small metal appliances, window frames, etc)

Monmouth County Offers Computer & Electronics Recycling

ITEMS ACCEPTED

- Computer Cases, CPU's
- Keyboards, Mice
- Monitors, Scanners
- Printers, Cables
- Laptops, Peripherals
- Televisions (No larger than 32")* *residents only*
- Radios
- Telephones
- Cameras
- VCR's, DVD Players
- Stereo Components



NOT ACCEPTED

- * Large TV's and wood consoles

Program open to all Monmouth County residents small businesses and institutions. Limited to one pickup truckload.

NOW THREE SITES TO SERVE YOU BETTER

Monmouth County Reclamation Center

west side of Shafto Road, Tinton Falls
(about 400 yards south of Asbury Avenue - Gate 'C')
Open Monday through Friday 7:30 am to 3:00 pm
Saturday 7:30 am to 2:00 pm
(call Monmouth County Planning Board @ 732-431-7460)

Freehold Township Public Works/Recycling Yard

west side of Jackson Mills Road, Freehold
(about 300 yards south of Route 524 west of Route 9)
Open Monday, Wednesday and Saturday 8:00 am to 3:00 pm
(call Freehold Township DPW @ 732-294-2160)

Hazlet Township Public Works/Recycling Yard

Leocadia Court, east of Laurel Avenue
(between Middle Road and Route 36)
Open Monday through Friday 7:30 am to 2:30 pm
Saturday 8:15 am to 1:45 pm
(call Hazlet Township DPW @ 732-787-3636)

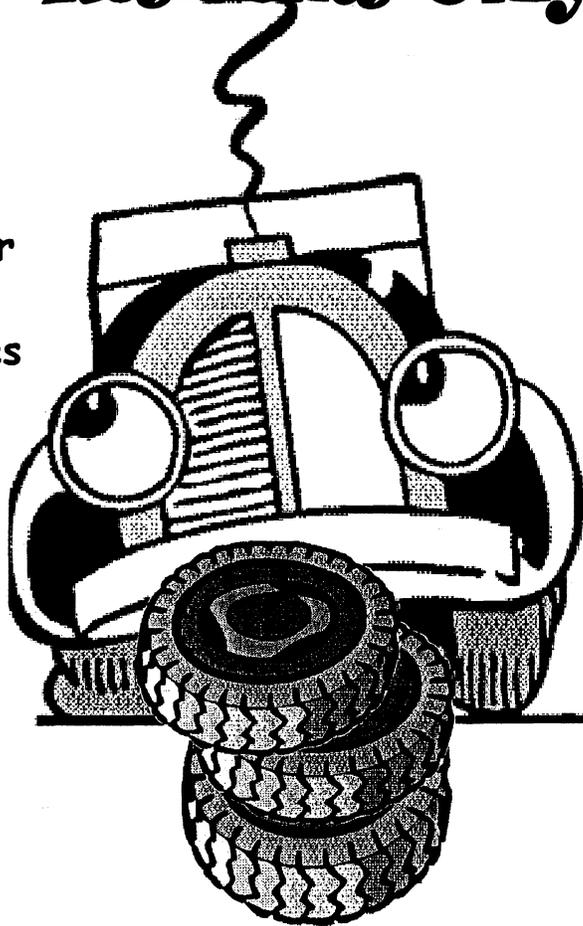
Tire Disposal for Monmouth County Residents Only

Items Accepted:

- Car tires 18" or less **NO RIMS**
- Limit 8 car tires

When:

**Monday through
Friday 7:30 am
to 3:00 pm
Saturday
7:30 am to 2 pm**



**No business
or institutional
drop-offs.**

**Resident
ID is required**

Where:

**Monmouth County Reclamation Center
Shafto Road, Tinton Falls**

**Use construction entrance, Gate C. (west side of Shafto Road)
Look for BLUE and WHITE Signs.**

**This program is sponsored by the Monmouth County Planning Board/
Recycling Section.**

For more Information, call the recycling office at 732: 431-7460.

REDUCE WASTE AND IMPROVE YOUR SOIL! LEARN ABOUT..

Backyard Composting

**FALL 2008 DATES & TIMES.
MONMOUTH COUNTY RESIDENTS ONLY!**

DEEP CUT GARDENS - September 28, 2008 @ 10am
352 Red Hill Rd., Middletown.

MARLBORO TWP. - October 18, 2008 @ 10am
Recreation Complex, Wyncrest Rd.

SHREWSBURY BORO - October 21, 2008 @ 7pm
Boro Hall, 419 Sycamore Ave.

DEEP CUT GARDENS - November 1, 2008 @ 10am
352 Red Hill Rd., Middletown.

Sign Up Now!

Pre-Registration Required.
Spaces are limited and open to Monmouth County residents only! Registration is required. Backyard Composting Literature and a Kitchen Scrap Bucket with the purchase of an Earth Machine. For info call 732-431-7460.



REGISTRATION FORM (Please cut this portion and mail to address below)

Name: _____

Address: _____

Town: _____

Zip: _____

Phone: _____

Workshop Date & Time: _____

Please enclose the appropriate fee*:

Circle which bin(s) you want. Limit one of each bin per household).

Earth Machine - \$25 Handy Composter - \$10

Enclose Check payable to the Monmouth County Grant Fund* and mail or bring to:

Monmouth County Planning Board, Recycling Section,
Compost Workshops

Hall of Records Annex, Freehold, NJ 07728

* No fee for attending workshop only.

Attention Monmouth County Residents!!

Backyard Compost Bins
are now available at
Discounted Prices at the
following locations:

Hazlet DPW - White Bldg.

39 Leocadia Ct., 787-3573 ext. 21
Mon.-Fri. 7:30-3pm, Sat. 8am-12

Spring Lake Heights DPW

555 Atlantic Ave., 449-6983

Ocean Township

240 Whalepond Rd., 531-5000 ext. 364

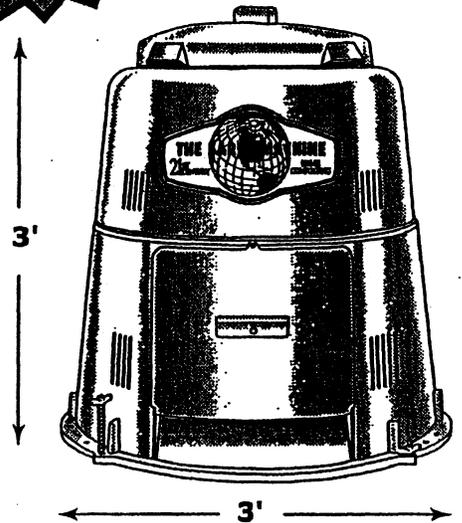
Upper Freehold Twp. Municipal Building

Rt. 539, (609) 758-7715

Freehold Township DPW

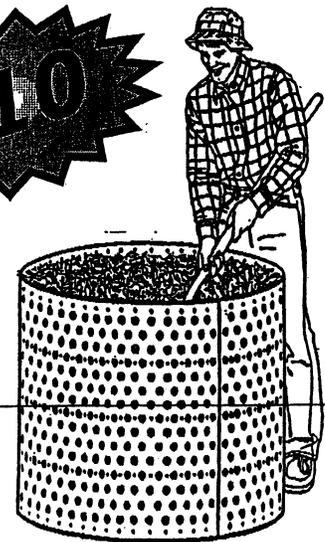
Jackson Mills Road, 294-2161

\$25



Earth Machine
(for kitchen scraps and yard trimmings)

\$10



Handy Composter
(for yard trimmings)

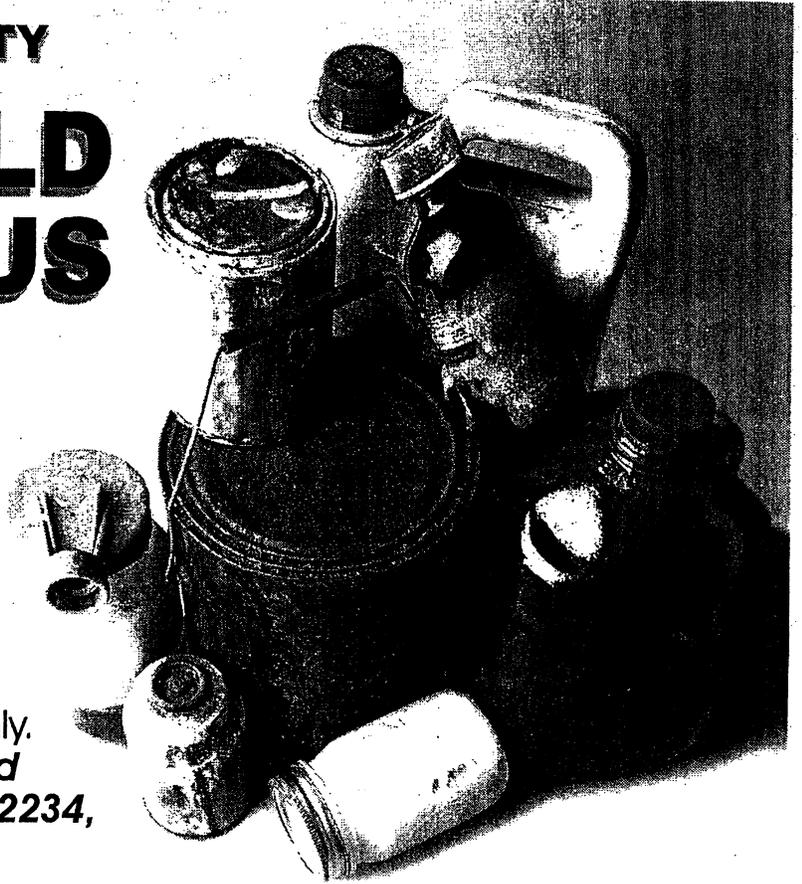
Available only at workshops
or at the Hall of Records
Annex in Freehold.

Order Now!!
Quantities are Limited!!

Make Checks payable to the **Monmouth County Grant Fund.**
For further information call the Monmouth County Recycling Office at 431-7460

2008 MONMOUTH COUNTY

HOUSEHOLD HAZARDOUS WASTE DISPOSAL DAYS



This program is for Monmouth County residents and institutions only. Identification required. **Schools and Municipalities must call 732-922-2234, extension 10 to make special arrangements.**

DATES & LOCATIONS

Upper Freehold

October 4th, 10am - 3pm

County Garage, Rt. 539
(South of Cream Ridge Golf Club)

Hazlet

November 1, 10am - 3pm

County Garage, Union Ave., Off Rt. 36
(Behind Burger King)

Year-Round service is available at our convenient Household Hazardous Waste facility in Tinton Falls. For your safety, appointments are required. Please call 732-922-2234 for information. Hours are Monday to Friday 7:30am - 3:30pm and Saturday 7:30am - 2:00pm. (Closed for lunch 11:30am - 12:30pm)

This public service is sponsored by the Monmouth County Board of Chosen Freeholders and is supervised by the Monmouth County Health Department. There is no charge to qualified participants. For further information, please contact the Monmouth County Health Department at 732-431-7456 or 732-922-4788 ext. 651.

ACCEPTABLE ITEMS

Pesticides, Herbicides, Fertilizers, Solvents, Thinners, Corrosives, Cleaners, Pool Chemicals, Liquid paints, Varnishes, Aerosol Cans (Full or partially full), Used Motor Oil, Anti-Freeze, Gasoline, Batteries (Household or Automotive), and Propane BBQ Tanks. All items must be in closed containers with original labels. Maximum amount accepted is 200lbs. of dry material and/or 20gals. of liquid. No containers larger than 5gals. each.

NON-ACCEPTABLE ITEMS

Lab Reagents, Concrete, Electronics, Car Tires, Explosives, Radioactive Materials, and Asbestos. No unknown or unidentified materials allowed! No commercial or industrial contributors! Businesses must contract privately for proper disposal.



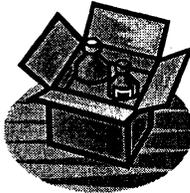
Hazardous Waste Management in Monmouth County

In an effort to reduce hazardous material being dumped into the landfill the Permanent Household Hazardous Waste Facility was opened in 1996 and we are celebrating our 10-Year Anniversary of being in operation.

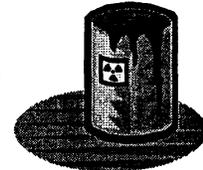


Monmouth County Permanent Household Hazardous Waste Facility

3211 Shafto Road, Tinton Falls, N.J. 07724
Phone: 732-922-2234 • Fax: 732-922-4625



Hours: Monday - Friday 7:30 a.m. - 11:15 a.m. and 12:45 p.m. - 3:15 p.m.
(We are closed 11:30 a.m. - 12:30 p.m. for lunch)
Saturday 7:30 a.m. - 1:45 p.m.
THIS SITE OPERATES BY APPOINTMENT ONLY.



**This service is FREE for Monmouth County residents. Proof of residency is required.
A driver's license, a tax or utility bill showing the home address may suffice.**

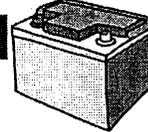
The largest container this facility will accept is a 5-gallon container NO EXCEPTIONS.
This facility has a limit of 20 gallons of liquid and 220 lbs of dry material per drop off — we do not limit the amount of appointments the residents can schedule; we limit the amount of volume brought in at one time.

ACCEPTABLE ITEMS

- Liquid Paint (Latex, Oil Base, Enamel, Spray Paint)
- Mercury Containing Devices (Thermostats, Thermometers)
- Gasoline (transported in a certified gas can **ONLY**)
- Motor Oil and other Automotive Fluids
- Used Oil Filters
- All Herbicides
- All Pesticides
- All Solvents



- Wood Preservatives
- Oxygen Tanks
- Fire Extinguishers
- Batteries (Household, Rechargeable, Car)
- Any Household Cleaners
- Stains
- Unbroken Fluorescent Bulbs
- Fertilizers



- Kerosene
- Insecticides
- DDT
- Muratic Acid
- Freon
- Anti-Freeze
- Photographic Chemicals



Propane Tanks all sizes (**DO NOT REMOVE VALVE OR INTENTIONALLY BLEED GAS TO ATMOSPHERE**)
Road/Boat Flares (no 12-gauge shot gun shell type)

UNACCEPTABLE ITEMS

- Any Type of General Household Trash
- Carpeting
- Wood (Pressure Treated, Untreated, Railroad Ties)
- Grout Mix
- Portland Cement
- Lime
- Rock Salt
- Any Household Debris
- Any Furniture
- Insulation
- Grass or Leaves
- Trees & Shrubs (small amounts)
- Ceramic Tile
- Joint Compound
- Refrigerators & Freezers
- All Electronics, Computer Equipment
- Tires or Car Parts

Any containers that have solidified, dried out, hardened material.

- **Asbestos** - Call Solid Waste Enforcement Team (SWET) - Phone: 732-922-4815 x 651
- **Ammunition, Fireworks, Gunpowder, Boat Flares** (12-gauge shot gun shell type) - Call your local Police Dept.
- **Smoke Detectors** - Send back to the manufacturer
- **Medical Waste (Sharps)** - Call your nearest Hospital
- **Prescription Medicine** - Call your nearest Hospital



The county sponsors Single Day Events one in the spring and two in the fall in the towns of Hazlet and Upper Freehold. Check your local papers for dates and times or call the facility at the above number for the information.

PROPER DISPOSAL FOR PRESCRIPTION DRUGS:

Take unused or expired prescription drugs out of their original containers. Mix the prescription drugs with trash items like coffee grounds or kitty litter and put in non-descript container or sealable bag. Only flush prescription drugs down the toilet if the patient information specifically instructs it is safe to do so.

MONMOUTH COUNTY OFFERS PAPER SHREDDING EVENTS Fall 2008



Is it time for you to dispose of old documents and confidential files safely?

Come to our mobile paper shredding events! Bring all old documents and confidential papers. Don't become a target for identity theft.

All papers will be shredded on location in the mobile truck!

- | | | |
|--------------------------|------------|--|
| • October 25, Sea Girt | 9AM - 1 PM | Sea Girt Plaza near the Post Office & Library |
| • November 8, Marlboro | 9AM - 1 PM | 1979 Township Drive Administration Parking Lot |
| • November 15, Red Bank | 9AM - 1 PM | W. Sunset Ave., Recycling Yard |
| • November 22, Holmdel | 9AM - 1 PM | 14 Crawfords Corner Rd., Holmdel Public Works |
| • December 6, Ocean Twp. | 9AM - 1 PM | W. Park Recreation Center & Community Pool Parking lot |

Remove all metals and binder clips from paper.

Do not bring more than 100 lbs. of paper per person.

This is a free service to all county residents.

Sponsored by Monmouth County Freeholders and local municipality

Any questions call
732-431-7460



RUTGERS COOPERATIVE EXTENSION

NEW JERSEY AGRICULTURAL EXPERIMENT STATION

Minimizing Waste Disposal: Grass Clippings

Peter F. Strom
Associate Professor of
Environmental Science

James A. Murphy
Assistant Extension Specialist in
Turfgrass Management

Henry W. Indyk
Specialist Emeritus in
Turfgrass Management

Since refuse disposal costs have dramatically increased, and some landfills no longer accept grass clippings, many individuals and governmental agencies are seeking alternatives for disposal of clippings. During the maximum grass growing period, the municipal refuse load in some New Jersey suburban communities may contain nearly one-third grass clippings. Collected clippings become anaerobic very quickly because of their high demand for oxygen. After becoming anaerobic they emit strongly unpleasant odors. Therefore, grass clippings (in quantity) are difficult to handle and to process.

From our own experience with the handling and disposal of grass clippings, and discussions with others such as lawn care professionals, we suggest considering the following methods to reduce landfilling:

1. **RETURN TO LAWN** — It is most desirable to leave grass clippings uncollected on the lawn so that they are recycled, contributing to soil organic matter and supplying part of the fertilizer needs of the lawn. Adopt a mowing schedule to keep clippings short enough to filter through growing grass and not remain as a mat on top of the lawn. Research and experience indicate that only 1/3 of the grass length should be removed during mowing. Never allow the lawn grass to double its height between mowings. This approach not only eliminates clipping collection and disposal problems, but also can contribute to improvement of the lawn.

Clippings are not a cause of thatch in lawns. Rather, thatch is formed primarily from a dense accumulation of grass roots and stemmy material. Returning clippings along with proper mowing frequency will not increase disease problems.

Use caution when removing collection bags from mowers. Some machines are not designed to operate safely without a bag or other attachment in place. If you are unsure, check with your equipment supplier.

2. **GARDEN MULCH** — Grass clippings can be used as a garden mulch. To minimize any tendency to protect slugs, clippings can be dried in the sun for a day prior to being used in this way. Clippings can be spread on garden soil to check weed growth, reduce soil spattering and crusting, moderate soil temperatures, etc. As a precaution, do not use grass clippings from herbicide-treated lawns until after two grass cuttings have been made.

3. **SOIL INCORPORATION** — Clippings can serve as a source of organic matter for soil improvement when incorporated into the garden.

4. **BACKYARD COMPOSTING** — Grass clippings can be composted, particularly when incorporated into a backyard leaf composting pile. However, grass has a high nitrogen content, a much higher demand for oxygen than leaves, and a tendency to mat, thereby greatly reducing the passage of oxygen. Composting piles containing

grass clippings thus readily become anaerobic. This, in turn, can produce strong, unpleasant odors. These odors are particularly noticeable when the pile is disturbed.

Because of these problems, grass clippings should not be composted alone, but rather mixed with composting leaves. The partially decayed leaves which now (6-9 months after leaf fall) have a low demand for oxygen, will serve as a bulking agent permitting more oxygen to reach the grass. Grass, which is high in nitrogen, will provide a more rapid decomposition of the remaining leaves as long as it remains under aerobic conditions. Grass clippings will also contribute to a better end product (higher nitrogen content) than that obtained from composting leaves alone. One must be aware, however, that an excess of damp grass in the pile will soon become anaerobic, produce very unpleasant odors, and reduce the rate of decomposition. The objective is to keep the material aerobic. Also, to ensure that excess nitrogen is not given off as ammonia, do not add more than 1 part fresh grass clippings to 3 parts partially composted leaves.

The resulting compost can be used as a soil amendment, as a mulch for gardens, flower or shrub beds, or as a potting medium.

5. MUNICIPAL COMPOSTING — Some grass clippings can be incorporated into a municipal leaf composting operation. However, problems that may be experienced with backyard grass composting could be greatly magnified at a municipal facility. Even grass stored for one day or less in plastic bags or the back of a lawn maintenance pick-up truck may emit very unpleasant odors when being unloaded at the site. For this

reason, grass clippings are banned at many leaf composting facilities, unless they are very isolated. Research is continuing in this area, but other problems include the high cost of collection and an inadequate supply of leaves for the amount of clippings.

Partially composted leaves should be mixed with the grass in a 3:1 ratio, or more. Because the leaves have already decomposed by the time the grass comes to the site, however, this means the ratio actually collected must be at least 6:1. For most towns this would be possible only if most of the grass clippings are handled directly by residents on their own property.

6. CLIPPING REDUCTION — Fertilizing and watering above the requirements of the grasses may be more detrimental than beneficial to the lawn. One of the effects is increased production of clippings. (Another is potential ground or surface water pollution.) Judicious and proper use of fertilizer and water can provide an attractive lawn with a reduction in the costs, effort, susceptibility to disease, and amount of clippings produced. A fertilization program should emphasize fertilizing the lawn in the fall season rather than in the spring. This can be effective not only in reducing the amount of clippings produced, but also in contributing to a better lawn.

Two related fact sheets: "Backyard Leaf Composting" (FS074) and "Using Leaf Compost" (FS117), and assistance with procedures covered above, may be obtained from the Rutgers Cooperative Extension office in your county. The telephone number appears under County Government in your local phone directory.

NOTIFICATION OF EXEMPT RECYCLING ACTIVITIES

NAME: _____ TITLE: _____

CORPORATION / COMPANY: _____

STREET ADDRESS: _____

MUNICIPALITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: (_____) _____ FAX NUMBER: (_____) _____
area code area code

WHICH EXEMPTION FOUND AT N.J.A.C. 7:26A-1.4(a) WILL YOU BE OPERATING PURSUANT TO?*

(see back of form and enter the exemption number) _____

LOCATION WHERE ACTIVITY IS TO BE CONDUCTED: (if activity is to be conducted at more than one location, you must complete and submit a notification form for each location.)

MUNICIPALITY: _____ COUNTY: _____

STREET ADDRESS: _____ BLOCK #: _____ / LOT #: _____

LOCATION DESCRIPTION: (construction or demolition site, shopping mall, farm, industrial park, etc.) _____

DATE ACTIVITY WILL COMMENCE:

_____/_____/_____
Month Day Year

ANTICIPATED COMPLETION DATE: (if applicable)

_____/_____/_____
Month Day Year

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I further certify that the operation described herein satisfies the criteria for exemption as set forth in N.J.A.C. 7:26A-1.4. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I understand that, in addition to criminal penalties, I may be liable for a civil penalty pursuant to N.J.A.C. 7:26-5 and that submitting false information may be grounds for termination of any exemption.

Name (print) _____

Title (print) _____

Signature _____

Date: ____/____/_____
Month Day Year

** An unofficial copy of the Recycling Regulations, N.J.A.C. 7:26A-1.4, can be obtained from the Department's internet website at: <http://www.state.nj.us/resource/rules.htm>*

Please complete and mail this form to your host municipality and host county health department and solid waste coordinator. Please then mail the completed form along with proof of mailing to your host municipality and county to: New Jersey Department of Environmental Protection, Solid and Hazardous Waste Program, Bureau of Recycling & Planning, P.O. Box 414, Trenton, New Jersey 08625-0414.

Received by NJDEP Solid & Hazardous Waste Program (This section to be completed by NJDEP)

Signature _____

Date: ____/____/_____
Month Day Year

EXEMPTION #**DESCRIPTION OF EXEMPT ACTIVITIES**

1. Manufacturers, for the receipt, storage or processing of source-separated materials, including asphalt manufacturing plants and pallet manufacturers or refurbishers.
2. Recycling of source separated recyclable materials which are generated, processed, and reused as a product exclusively at the point of generation. Petroleum contaminated soils are prohibited and materials may not be received from off-site.
3. Recycling of tree branches, limbs, trunks, brush and/or wood chips derived from tree parts.
4. Retreading and/or remolding of tires.
5. Receipt of less than 5,000 tires per month. No processing of any kind can take place.
6. Scrap tires are received, stored, and processed into artificial reef units for use in artificial reef projects approved by the Department.
7. Receipt of source-separated Class B recyclable materials with the exception of scrap tires, leaves, non-container plastic materials, and petroleum contaminated soil for temporary storage.
8. Processing of petroleum contaminated soil at the point of generation using mobile recycling equipment.
9. Receipt, storage, processing, and transfer of non-container plastics.
10. Land clearing activities, whereby on-site trees and tree parts are uprooted, processed into wood chips at the point of generation, and utilized as a product (on site or off site)
11. Receipt, storage, processing, and transfer of source-separated textiles.
12. Leaf mulching on land deemed actively devoted to agricultural or horticultural use. Layered leaves must be incorporated into the soil by the next tillage season.
13. Receipt of yard trimmings for composting. No more than 10,000 yd³ of yard trimmings can be received per year. Inclusion in solid waste management plan of the solid waste management district within which the facility is to be located is mandatory prior to operation.
14. Collection, consolidation, and transfer of universal waste for recycling, treatment, or disposal and/or Class D recyclables for recycling, managed by small quantity handlers.
15. Collection, consolidation, and transfer of universal waste for recycling, treatment, or disposal and/or Class D recyclables for recycling, managed by large quantity handlers.
16. Transportation of universal waste for recycling, treatment, or disposal and/or Class D recyclables for recycling, managed by universal waste transporters.
17. Collection, consolidation, and transfer of source-separated Class D recyclables for recycling.
18. Receipt of yard trimmings for composting where the finished compost product is applied on site on land deemed actively devoted to agricultural or horticultural use or on mined lands being restored under an approved restoration plan.
19. Leaf transfer facility. No more than 1,000 yd³ of leaves can be received per day.
20. Receipt, storage, processing, and transfer of source-separated concrete, asphalt, brick, and block. Contractor must be the sole generator and sole end user of the material. Sale of the material is strictly prohibited. See www.state.nj.us/dep/dshw/lrm/concrete.htm for additional information.
21. Recycling of source-separated Class C recyclable materials that are generated and processed on site into a product for sale and/or use off site.
22. Receipt of less than 3,000 yd³ of leaves per year and/or 1,000 yd³ of grass clippings per year at a site for transfer.

This list of descriptions is only a summary of existing recycling exemptions. The complete text, and all operational requirements currently in effect, can be found at [N.J.A.C. 7:26A-1.4 et seq.](#)

NJDEP "Recycling Conversion Factors"

(from 2002 Municipal Tonnage Grant application package)

Listed below are conversion factors compiled by the Division of Solid and Hazardous Waste to assist Recycling Coordinators in the calculation of tonnage's when the materials are reported to them in volumes as opposed to weights. With the exception of yard materials, these conversion factors are to be used only when no weights are available.

<u>Paper</u>	<u>UNCOMPACTED</u>	<u>COMPACTED</u>
01-Corrugated	40 lbs/cy 50 cy = 1 ton	500 lbs/cy 4 cy = 1 ton
02-Mixed Office Paper	400 lbs/cy 5 cy = 1 ton	755 lbs/cy 2.65 cy = 1 ton
03-Newspaper	500 lbs/cy 4 cy = 1 ton	865 lbs/cy 2.31 cy = 1 ton

Containers

05-Glass (loose)	600 lbs/cy 3.33 cy = 1 ton	1,500 lbs/cy 1.33 cy = 1 ton
05-Glass (manually broken)	1,000 lbs/cy 2 cy = 1 ton	1,500 lbs/cy 1.33 cy = 1 ton
06-Aluminum Cans	74 lbs/cy 27.02 cy = 1 ton	250 lbs/cy 8 cy = 1 ton
07-Steel Cans	150 lbs/cy 13.33 cy = 1 ton	350 lbs/cy 5.71 cy = 1 ton
08-Plastic Cont (PETE)	30 lbs/cy 66.66 cy = 1 ton	515 lbs/cy 3.88 cy = 1 ton
08-Plastic Cont (HDPE)	25 lbs/cy 80 cy = 1 ton	270 lbs/cy 7.41 cy = 1 ton

Autos

	<u>WEIGHT/UNIT</u>	<u>UNITS/TON</u>
12-Anti-freeze	7 lbs/gallon	285.71 gallons/ton
13-Batteries, Lead-Acid	33 lbs/battery	60.61 batteries/ton
15-Tires-Passenger	20 lbs/tire	100 tires/ton
15-Tires-Truck	90 lbs/tire	22.22 tires/ton
16-Used Motor Oil	7 lbs/gallon	285.71 gallons/ton

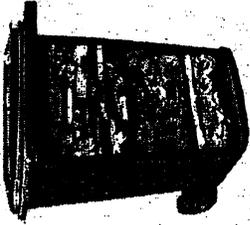
NJDEP "Recycling Conversion Factors"

(page 2 of 2)

<u>Yard Material</u>	<u>WEIGHT/UNIT</u>	<u>UNITS/TON</u>
17-Brush-Chipped	500 lbs/cy	4 cy = 1 ton
17-Brush-Unchipped	250 lbs/cy	8 cy = 1 ton
18-Grass Compacted	1,111 lbs/cy	1.8 cy = 1 ton
18-Grass Uncompacted	741 lbs/cy	2.7 cy = 1 ton
19-Leaves Compacted	1,000 lbs/cy	2 cy = 1 ton
19-Leaves Vacuumed	700 lbs/cy	2.86 cy = 1 ton
19-Leaves Loose	400 lbs/cy	5 cy = 1 ton
20-Stumps	500 lbs/cy	4 cy = 1 ton
<u>Other</u>		
22-Concrete	4,000 lbs/cy	1 cy = 2 tons
22-Asphalt	115 lbs/sy 1"thick 4140 lbs/cy	17.39 sy = 1 ton 1 cy = 2.07 tons
23-Food Waste	412.5 lbs per 55 gal drum	4.85 drums = 1 ton
30-Wood Scraps Pallets	285.71 lbs/cy	7 cy = 1 ton
30-Wood Scraps All Other	363.64 lbs/cy	5.5 cy = 1 ton

NJDEP CONVERSION TOOL FOR REPORTING "SINGLE-STREAM" RECYCLABLES

(Available on NJDEP Recycling Website - Look under "NJ Recycling Tonnage Grants")

NJDEP - Single Stream Conversion Tool				
Enter single stream tonnage in the cell below ↓	PAPER	COMMINGLED	Trash/Residue (not eligible for tonnage grant)	
	0.00	80.00%	10.00%	
	0.00	0.00	0.00	0.00
PAPER	01 - Corrugated	02 - Office	03 - News	04 - Other Paper
0.00	35.00%	10.00%	30.00%	25.00%
tons	0.00	0.00	0.00	0.00
COMMINGLED	05 - GLASS	06 - ALUMINUM	07 - STEEL	08 - PLASTIC
0.00	70.00%	5.00%	10.00%	15.00%
tons	0.00	0.00	0.00	0.00

This conversion tool was provided by NJDEP to convert Single Stream Tonnages to materials that are reported on the annual tonnage report.



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Solid and Hazardous Waste Management Program

P.O. Box 414

Trenton, NJ 08625-0414

Tel: (609) 984-3438

Fax: (609) 633-1112

www.state.nj.us/recyclenj

JUL 7 2008

JON S. CORZINE
Governor

LISA P. JACKSON
Commissioner

STORAGE OF RECYCLED PRODUCTS

July 7, 2008

Dear Interested Parties:

This letter is intended to clarify the Department's position relative to the storage of recycled "product" and other related issues. This letter supersedes, and retracts the statements made in a previous letter dated December 5, 1991, addressed to Mr. N. Larry Paragano of Advanced Enterprises Recycling, Inc. on the subject of recycled product storage.

All activities involving the receipt, storage, processing and/or transfer of Class B, Class C or Class D recyclable materials are under the jurisdiction of the Department, pursuant to the Solid Waste Management Act, any amendments thereto, and the regulations at NJAC 7:26 and 26A. **In general, though not without the caveats discussed below**, that strict regulation ends when the recycled material is fully processed to end-market specifications, and leaves the approved or permitted site. As such, the storage of finished product at a location other than the approved or permitted site is under the jurisdiction and associated regulation of the municipality wherein the product is stored prior to its end use, again, subject to the caveats detailed below.

The "New Jersey Statewide Mandatory Source Separation and Recycling Act" (the Act), NJSA 13:1E-99.11 et seq. indicates, among other things, that recycled materials are those which "enter the economic mainstream as raw materials or products". Additionally, the Act includes a storage time limitation under the definition of "disposition" of recyclable materials. The Act specifies a six month limitation on the storage of what are now known as "Class A" recyclable materials, and further provides for the regulation of activities related to other recyclable materials by the DEP. This is a critical point, for although, as indicated above, the Department does not generally retain regulation of recycled products, it is statutorily presumed that, within a defined period of time (whether that time is defined by statute or DEP regulation), those products will in fact be incorporated into their intended end use, based on the product specifications they were processed to meet. If they do not "enter the economic mainstream" as indicated

above, they are not, by definition, recyclable materials, and will be regulated as solid waste.

Additionally, even the temporary storage of recycled product must be in accordance with all appropriate environmental standards related to, among other things, surface and ground water quality, airborne dust and odors, etc. For example, the State Fire Code limits the height of outdoor storage piles (of combustible materials) to no more than 20 feet. Municipalities may, of course, place additional limitations on storage, such as property line set backs, site lighting, site entry and exit requirements, etc., but the Department retains, and will exercise, its authority as it deems appropriate.

As an appropriate exercise of its authority, the Department will require, within thirty days of the date of this letter, notification as to the lot(s) and block(s) location(s) of the storage of processed Class B, C, and D recyclable material, whenever this storage is not already detailed in the General Approval issued by the Department. This notification shall also be made to the municipality in which the storage is occurring. After this thirty day period, notification to the Department and the municipality(ies) shall occur prior to any intended storage of product off the site for which a General Approval has been issued.

It should be further noted, related to the above, that the Department will treat any operational activity, including storage of "product", at any adjacent lot or block to the site covered under any General Approval, as part of the regulated site. Therefore, these additional areas will either have to be included in a new application for General Approval, or as a modification of an existing General Approval, including required county plan inclusion.

Finally, if it is shown that a regulated recycling center is producing product in excess of its ability to market said product, the Department retains its authority to modify the operating approval, and limit the receipt, storage, processing and/or transfer of incoming materials to a more appropriate level.

If there are any questions related to the above, please contact Mr. Anthony Fontana, Bureau Chief, Transfer Stations and Recycling Facilities, Solid and Hazardous Waste Program, NJDEP at Anthony.Fontana@dep.state.nj.us or by phone at (609) 292-9880.

Sincerely,



Frank Coolick, Administrator
Solid and Hazardous Waste Program



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Solid and Hazardous Waste Program

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JON S. CORZINE
Governor

LISA P. JACKSON
Commissioner

May, 2008

Dear New Jersey Businessperson,

The "New Jersey Statewide Mandatory Source Separation and Recycling Act" (Recycling Act), N.J.S.A. 13:1E-99.11 et seq., which was signed in 1987, mandates recycling in the residential, commercial and institutional sectors. Among other things, the Recycling Act required counties to develop recycling plans and municipalities to adopt recycling ordinances based upon the applicable county plan. Thus, New Jersey businesses have been required by law to source separate and recycle those recyclable materials specified in the applicable municipal recycling ordinance for over 21 years. While enforcement of municipal recycling ordinances in the commercial sector varies throughout the state, New Jersey businesses should anticipate an increase in recycling enforcement efforts at the local level. This is due primarily to the recent passage of the "Recycling Enhancement Act", which will provide funds to counties and municipalities for recycling program implementation, including enforcement of recycling ordinances, as well as the requirement that counties update their recycling plans to include specific recycling enforcement strategies.

Besides being a legal requirement, recycling saves natural resources, energy required in product manufacturing, and reduces the need for additional solid waste disposal facilities. Recycling also leads to reductions in air and water pollution, including reductions in greenhouse gas generation, which is tied to global warming. You may not be aware that recycling benefits the economy in many ways, as well. Recycling adds almost \$6 billion per year to our state economy and is responsible for over 27,000 jobs in New Jersey. It has also been proven to be an economically sound business practice that helps reduce costs for companies.

In addition to establishing and maintaining a recycling program in their locations, New Jersey businesses are urged to work cooperatively with their local recycling officials in regard to compliance with all recycling requirements. Not only is such an approach critical to the success of our state's recycling efforts, but it will foster good relations between the business sector, local officials and the general public.

Sincerely,

Guy Watson, Chief

New Jersey Department of Environmental Protection, Bureau of Recycling and Planning

NEW JERSEY SOLID WASTE DATABASE TRENDS ANALYSIS
1985 through 2006 (millions of tons per year)

Year	GENERATION		RECYCLING				DISPOSAL				
	Total Tons	Total Tons	% of Total Tons	MSW Tons	% of MSW Tons	Total Tons	% of Total Tons	In-State		Out-Of-State	
								Total Tons	% of Total Tons	Total Tons	% of Total Tons
1985 1)	11.4	0.9	8%	0.6	9%	10.5	92%	9.7	85%	0.8	7%
1986 1)	11.5	1.1	10%	0.7	12%	10.4	90%	9.6	83%	0.8	7%
1987 1)	12.4	1.8	15%	1.2	18%	10.6	85%	9.2	74%	1.4	11%
1988 2)	14.0	5.4	39%	1.5	23%	8.6	61%	4.6	33%	4.0	28%
1989 2)	14.3	6.1	43%	2.1	30%	8.2	57%	4.5	31%	3.7	26%
1990 2)	14.8	6.8	46%	2.5	34%	8.0	54%	4.8	32%	3.2	22%
1991 2)	14.3	7.2	50%	2.8	39%	7.1	50%	4.4	31%	2.7	19%
1992 3)	13.2	6.3	48%	3.1	42%	6.9	52%	4.3	33%	2.6	20%
1993 3)	14.8	7.8	53%	3.1	40%	7.0	47%	4.5	30%	2.5	17%
1994 4)	15.9	9.0	56%	3.3	42%	6.9	43%	4.7	30%	2.2	14%
1995 4)	16.8	10.1	60%	3.6	45%	6.6	40%	4.3	26%	2.3	14%
1996 5)	16.9	10.2	61%	3.3	42%	6.6	39%	4.3	25%	2.3	14%
1997 5)	16.9	10.3	61%	3.4	43%	6.6	39%	4.2	25%	2.4	14%
1998 5)	15.7	8.7	56%	3.3	40%	6.9	44%	4.5	29%	2.4	15%
1999 5)	17.2	9.5	55%	3.4	39%	7.7	45%	5.2	30%	2.5	15%
2000 5)	17.7	9.4	53%	3.4	38%	8.3	47%	5.6	32%	2.7	15%
2001 5)	18.8	10.2	54%	3.4	36%	8.6	46%	5.2	28%	3.4	18%
2002 5)	19.3	10.3	53%	3.1	34%	9.0	47%	5.3	28%	3.7	19%
2003 5)	19.8	10.3	52%	3.2	33%	9.5	48%	5.6	28%	3.9	20%
2004 5)	21.8	12.0	55%	3.5	34%	9.8	45%	5.7	26%	4.1	19%
2005 5)	21.6	11.4	53%	3.6	34%	10.2	47%	5.7	26%	4.5	21%
2006 5)	22.7	12.4	55%	4.0	36%	10.3	45%	5.7	25%	4.6	17%

1) Final statistics from 1985 through 1987 derived from O&D and tonnage grant figures reported to the Department.

2) Final statistics from 1988 through 1991 derived from O&D and tonnage grant reported figures as supplemented by industry survey information for junked autos, asphalt, concrete, heavy iron, tires and batteries.

3) Final statistics for 1992 and 1993 derived from O&D and tonnage grant reported figures and supplemented only by add-ons from the NJDOT.



**Recycle
America**

MIXED RIGID PLASTICS SPECIFICATIONS

PORT NEWARK NJ

Acceptable Plastic Components

- Plastic buckets *with* metal handles
- Plastic milk/soda crates
- Plastic laundry baskets
- Plastic lawn furniture
- Plastic landscape & microwave trays
- Plastic totes-any size (*with metal*)
- Plastic drums (*any size*)
- Plastic pesticide containers
- Plastic toys & playhouses
- Plastic pet carriers
- Plastic pallets
- Plastic coolers
- Plastic shelving
- Plastic closet organizers
- Plastic dish drainers
- Plastic flower pots (*no soil*)
- Plastic traffic signs
- Empty garbage cans (*any size*)
- PVC & PET blister pack
- 5 gallon water bottles
- Computer housing (*no circuits*)
- Automotive plastics:
 - Bumpers
 - Bed liners (*pick up trucks*)
 - Grills
 - Side-view mirrors
 - Head lights & rear lights
 - Hub-caps, etc.

Non Acceptable Plastic Components

- PVC pipe/tubing
- Vinyl siding
- Plastic film (*grocery bags & stretch film*)
- Glass, Metal, Wood, Paper, Clothes, Styrofoam
- Poly-Coated paper
- Flexible water hoses
- Hazardous material
- Medical waste
- Narrow-neck liquid containers – Used small-mouth containers
 - Small plastic containers (yogurt cups, PET/HDPE bottles, etc.)
 - Oil/chemical containers (HDPE-fractional melt)

Universal Commodity Services Inc

1421 Sheepshead Bay Rd. #264 Brooklyn, NY 11235
Tel (347) 587-6158 Fax (347) 587-3877

PLASTIC POTS/PLUG TRAYS/FLATS/FILM RECYCLING PROGRAM

Who can participate? This program is open to all large Nurseries, Farms, and Growers.

What types of plastics are accepted? Pots, plug trays, flats, nylon string and nursery/greenhouse film are recyclable. The pots and trays will be stamped with a recycling code—generally “2” for pots and “6” for trays.

How should the plastic be prepared?

Pots and Plug Trays: Each type of plastic must be separated on its own pallet. As long as the recycling code is the same, different colors and sizes can be mixed on a pallet. Mixed pallets can be put on the truck, as long as each pallet only contains one type of plastic. If you are unsure of the plastic, please call and we will try to help figure it out. If you have only a little plastic, that you cannot determine the type, you can put it on one pallet and mark it “miscellaneous”.

Try to knock the majority of the dirt out of the pots and trays. Usually, tapping the back of the piece will accomplish this. A thin layer of dirt is permissible but excessive dirt could result in rejection of the load. Trays and pots should be nested tightly, stacked on the pallet and palletized.

Nursery/Greenhouse Film: The greenhouse film should be kept free of moisture and surface dirt, it should be taken off during a period of dry weather. The best way to store the film is to fold it or roll it and place them on pallets and, then, secured, with film or banding. Greenhouse film will also be accepted in bales or stuffed in cartons. In no case, can the film be stuffed into the truck. All plastic must be easy to load and unload; packaging is a critical component of recycling large quantities of LDPE Nursery Film.

What is the plastic worth? In its loose state the plastic is worth anywhere from 30\$/ton to 60\$/ton, this price depends on the weight and the quality of the material loaded. Ideally, you want to be able to load 10,000 -15,000lbs on a 48' or 53' Dry Van.

Who does the Trucking? Universal Commodity Services will provide a 48' or 53' Dry Van for the loading of the agricultural plastic scrap. If the supplier would prefer to deliver the material he or she can give us a call and we can provide a drop-off location in NJ.

How will I be paid? Payment can be sent by check or by bank wire, UCS offers timely payments within 30 days of picking up the plastic.

How do I arrange a pickup?

In order to arrange a pickup, get a quote or ask on the progress of a particular pickup please call UCS Directly.

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ENVIRONMENTAL WASTE MANAGEMENT INC.

P.O. Box 43360 - Upper Montclair, NJ 07043 - (732) 255-6003 - Fax. (732) 255-6044 - e.mail Ewminc@aol.com

Dear Shrink Wrap Removal Customer,

We would like to thank you for participating in our shrink wrap removal program, and joining our "Green" commitment, by running an earth friendly and environmentally conscious marina.

At this time we, would also like to offer you the following service, to further enhance your recycling and lower your disposal costs.

Upon our visuals at most marina's, as much as half the items currently being placed into waste container can be recycled. Removing these item from the waste stream can dramatically reduce your disposal costs, by needing less frequent pick ups.

Example: A waste container that is currently being serviced 2 times per week, after the items to be recycled are no longer placed into container, will only need to be serviced 1 time per week. Therefore, lowering your disposal costs by half.

Our service company, The Green Island Group will place a container at no cost.

Items to be placed into the container for recycling

Flattened Cardboard - Office Paper - Newspapers - Magazines

Junk mail - Envelopes - Shrink Wrap

* All paper products can be mixed together, but must be bagged, before placing into container with cardboard and shrink wrap.

* *Items such as, coffee cups, tissues, paper towels, etc., are not acceptable for recycling.*

Your container will be serviced, based on volume, up to 5 times per week, if needed.

(continued)

The only cost for this service, will be a \$25.00 per month fuel surcharge. *(The fuel surcharge is a monthly flat rate, which will not go higher, no matter how many pick ups you incur.)*

Please contact me if you are interested, or with any questions you may have at 732-255-6003.

We look forward to being of further service to you

Darlene Mulligan
Recycling Coordinator



**CHANGE FOR THE
BETTER WITH
ENERGY STAR**

Products that earn the ENERGY STAR® prevent greenhouse gas emissions by meeting strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.
www.energystar.gov

Frequently Asked Questions Information on Compact Fluorescent Light Bulbs (CFLs) and Mercury

Why should people use CFLs?

Switching from traditional light bulbs to CFLs is an effective, accessible change every American can make right now to reduce energy use at home and prevent greenhouse gas emissions that contribute to global climate change. Lighting accounts for close to 20 percent of the average home's electric bill. Changing to CFLs costs little upfront and provides a quick return on investment.

If every home in America replaced just one incandescent light bulb with an ENERGY STAR qualified CFL, it would save enough energy to light more than 3 million homes and prevent greenhouse gas emissions equivalent to those of more than 800,000 cars annually.

Do CFLs contain mercury?

CFLs contain a very small amount of mercury sealed within the glass tubing – an average of 5 milligrams, which is roughly equivalent to an amount that would cover the tip of a ball-point pen. No mercury is released when the bulbs are intact or in use. By comparison, older thermometers contain about 500 milligrams of mercury. It would take 100 CFLs to equal that amount.

Mercury currently is an essential component of CFLs and is what allows the bulb to be an efficient light source. Many manufacturers have taken significant steps to reduce mercury used in their fluorescent lighting products. In fact, the average amount of mercury in a CFL is anticipated to drop by the end of 2007, thanks to technology advances and a commitment from the members of the National Electrical Manufacturers Association.

What precautions should I take when using CFLs in my home?

CFLs are made of glass and can break if dropped or roughly handled. Be careful when removing the bulb from its packaging, installing it, or replacing it. Always screw and unscrew the lamp by its base (not the glass), and never forcefully twist the CFL into a light socket. If a CFL breaks in your home, follow the clean-up recommendations below. Used CFLs should be disposed of properly (see below).

What should I do with a CFL when it burns out?

EPA recommends that consumers take advantage of local recycling options for compact fluorescent light bulbs, where available. EPA is working with CFL manufacturers and major U.S. retailers to expand disposal options. Consumers can contact their local municipal solid waste agency directly, or go to www.lamprecycle.org and click on "State Lamp Recycling Regulations & Contacts" to identify local recycling options. If your state permits you to put used or broken CFLs in the garbage, seal the CFL in two plastic bags and put into the outside trash. CFLs should not be disposed of in an incinerator.

ENERGY STAR qualified CFLs have a warranty. If the bulb has failed within the warranty period, return it to your retailer.

How should I clean up a broken fluorescent bulb?

EPA recommends the following clean-up and disposal guidelines:

1. **Open a window and leave the room (restrict access) for at least 15 minutes.**
2. **Remove all materials you can without using a vacuum cleaner.**
 - Wear disposable rubber gloves, if available (do not use your bare hands).
 - Carefully scoop up the fragments and powder with stiff paper or cardboard.
 - Wipe the area clean with a damp paper towel or disposable wet wipe.
 - Sticky tape (such as duct tape) can be used to pick up small pieces and powder.
3. **Place all cleanup materials in a plastic bag and seal it.**
 - If your state permits you to put used or broken CFLs in the garbage, seal the CFL in two plastic bags and put into the outside trash (if no other disposal or recycling options are available).
 - Wash your hands after disposing of the bag.
4. The first time you vacuum the area where the bulb was broken, remove the vacuum bag once done cleaning the area (or empty and wipe the canister) and put the bag and/or vacuum debris, as well as the cleaning materials, in two sealed plastic bags in the outdoor trash or protected outdoor location for normal disposal.

What is mercury?

Mercury is an element (Hg on the periodic table) found naturally in the environment. Mercury emissions in the air can come from both natural and man-made sources. Utility power plants (mainly coal-fired) are the largest man-made source, because mercury that naturally exists in coal is released into the air when coal is burned to make electricity. Energy efficient CFLs present an opportunity to prevent mercury emissions from entering the environment because they help to reduce emissions from coal-fired power plants. Coal-fired power generation accounts for roughly 40 percent of the mercury emissions in the U.S.

EPA is implementing policies to reduce airborne mercury emissions. Under regulations EPA issued in 2005, mercury emissions from coal-fired power plants will drop by nearly 70 percent by 2018.

For more information on all sources of mercury, visit <http://www.epa.gov/mercury>.

EPA is continually reviewing its clean-up and disposal recommendations for CFLs to ensure that the Agency presents the most up-to-date information for consumers and businesses.

For more information about compact fluorescent bulbs, visit http://www.energystar.gov/index.cfm?c=cfls.pr_cfls

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