

Township of Upper Pittsgrove

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February 15, 2012

To: Upper Pittsgrove Farms, Businesses, and Institutions

Re: 2011 Recycling Tonnage Report

Each year, as required by municipal ordinance and the New Jersey Department of Environmental Protection recycling regulations, all businesses must report the prior year's tonnage of recycled materials to the Municipal Recycling Coordinator. There are 3 ways you can report recycling tonnage for the 2011 calendar year (Jan. 1 – Dec. 31, 2011):

1. **Best method:** Mail, fax, or email the attached '2011 Recycling Tonnage Report'; OR
2. Mail, fax, or email a summary (include each material, weight, & where recycled) on letterhead; OR
3. Mail, fax, or email copies of the weight slips for all materials recycled last year.

Please report **each recycled material**, the **weight/volume** (list the unit of measurement – see instructions), and **where material was recycled** (ex. Salem County Improvement Authority, Giordano's, Porchtown Recyclers, Lorco, etc.). If your recyclables are commingled and picked up by a commercial hauler list the total cubic yards (multiply container size by the number of weeks picked up).

If you take your recyclables to the Upper Pittsgrove Convenience Center please check the box on the attached Tonnage Report; **no additional information is needed for the materials that are recycled at our Convenience Center**. However, if you have additional materials that were recycled at other locations (like scrap metal) please list that information. All businesses should be recycling paper, cardboard, and containers (glass, aluminum, plastic, etc) in addition to the materials that are applicable to your business. For example, restaurants should also report #23 (food waste/cooking grease); auto repair shops should include recycled materials #12-16 (antifreeze, batteries, scrap autos, tires, motor oil); farms should include oil, metals, tires, etc. If you use a commercial waste haulers like Red Oak, C&H, Waste Management, etc. you still must provide us with your recycling tonnage data.

Local businesses are the backbone of our township and your cooperation is critical to the success of our recycling goals and initiatives. Recycling has proven to be an economically sound business practice; disposal costs are avoided and revenue can be generated by the sale of recyclable materials. Our municipality receives funds based on the percentage recycled, so your assistance makes a difference!

If you have already submitted your recycling information for the 2011 year, thank you! If not please submit your report by **March 31, 2012**. If you have any questions call the office at 358-8500 (Monday-Thursday, 8:30am - 4:00pm). Additional recycling information, including this letter and the tonnage report, can be accessed through our web site <http://www.upperpittsgrovenj.org/conveniencecenter.html>.

Again, **thank you** for your cooperation!

Sally Walker, Recycling Coordinator

Email: uptdeputyclerk@gmail.com

Enclosed: 2011 Recycling Tonnage Report & Instructions

More Info: School & Business Recycling Guide = www.scianj.com/solid_waste_school.html

Upper Pittsgrove Recycling Guide = www.upperpittsgrovenj.org/files/recycling_schedule_Jan_2012.pdf