



Borough of Alpine Department of Public Works / Recycling

ALPINE RECYCLING COORDINATOR, 510 Hillside Ave., Alpine, NJ 07620

J. Stuart Davis Tel: 201-768-6942 Fax: 201-784-2912 E-MAIL: swehmann@alpinenj.org

To: Owners/Contractors Applying for Building, Demolition, Tree or Similar Permits that will result in the generation of solid waste, particularly construction debris and/or vegetative waste.

Re: Alpine Mandatory Recycling Requirements

Waste recycling is important! It reduces the need for landfills/incineration; reduces pollution from manufacture of new materials; saves energy; decreases greenhouse gas emissions; conserves natural resources, protects jobs and sustains the environment for future generations. Recycling is mandatory in the Borough of Alpine¹ [Borough Ordinance Ch. 188 and State Law [N.J.S.A. 13:1E-96.2]

While the DPW does not pickup tree products, brush or construction & demolition debris generated by hired labor, property **owners and their landscapers and/or their contractors are required to document and report to the Municipal Recycling Coordinator total weight/volume of all source-separated materials recycled during the prior year.** Receipts and weight slips verifying materials were taken to legitimate recycling/reuse/salvage facilities (end markets) must be attached to the report. The end market must be able to separate out recyclable materials and report the itemized tonnage collected from the Borough of Alpine. {Lists of NJ Class B and C Recycling Facilities available from our office or online at http://www.state.nj.us/dep/dshw/recycling/recymkts_directory.htm. The Bergen County Utilities Authority also has a market directory on their website at https://bergenutilities.govoffice3.com/vertical/Sites/%7BF76805AC-71CD-427F-AD9B-9E08876F224A%7D/uploads/2017_MD.pdf

Forms Required at Project Start and Project Finish:

1. **Recycling/Waste Management Information Form Submit this form at the same time you submit your initial permit application(s) providing contact and project information.**
2. **Recycling Tonnage Report Form** At project end (or annually by March 1st for prior year of multi-year projects) complete and return this form providing details on actual materials generated, cubic yards or weight in tons and end market.

Reminders: Note “Construction debris” is too broad - be specific. See attached instructions for completion of tonnage report and note under 24-Miscellaneous Recyclable Materials. Landscaping/Tree Work includes brush & tree parts and woodchips. Note stumps and wood scraps (unfinished lumber, pallets) must be recycled at Class B recycling facility. Keep recyclable material out of landfills!

Keep your worksites clean and neat. Provide receptacles for workers’ trash and recyclables. Please note instructions regarding following items:

- Alpine provides for curbside pickup of paper & cardboard; co-mingled glass, cans and plastics. Schedule and instructions available in Borough Clerk’s office.
- DPW Pickup available (by appointment) for white goods, heavy metal, electronic equipment, car batteries and tires.

Please call if you have any questions.

Stuart Davis

Recycling Coordinator

(201) 768-6942/ (201) 784-2900 ext. 50

¹ [Borough Ordinance 188/State Law N.J.S.A. 13:1E-96.2]



Borough of Alpine Department of Public Works/ Recycling Coordinator

MAIL/FAX/E-MAIL COMPLETED REPORT TO:
ALPINE RECYCLING COORDINATOR, c/o Borough Clerk's Office
100 Church Street, Alpine, NJ 07620
FAX: (201) 784-1407 EMAIL: swehmann@alpinenj.org

TONNAGE START FORM FOR YEAR 20_____

Recycling/ Waste Management Information Form

Submit this form to the Borough Clerk's Office prior to starting permitted project.

Date: _____ **Permit Type:** _____ **Permit No.** _____

Property Owner: Name: _____ Block _____
Address: _____ Lot _____
Tel: _____ Email: _____

Contractor: Name: _____ Cell: _____
Company: _____ Tel: _____
Address: _____ Email: _____
City: _____ State: _____

Project: tree pruning/removal stump removal new construction demolition
 minor alteration major renovation other _____

Estimated Start Date: _____ Estimated End Date: _____

Materials to be generated by project _____
(Refer to Tonnage Report Form for Material Types/Categories)

Estimated Amounts (tons): _____

End Market: Name: _____
Address _____
Tel: _____

Lists of NJ Class B and C Recycling Facilities available from our office or online from the NJ DEP:

http://www.state.nj.us/dep/dshw/recycling/recymkts_directory.htm

The Bergen County Utilities Authority also has a market directory on their website:

https://bergenutilities.govoffice3.com/vertical/Sites/%7BF76805AC-71CD-427F-AD9B-9E08876F224A%7D/uploads/2017_MD.pdf

By signing below, I acknowledge that I am responsible for complying with the requirements of Borough Ordinance No. 188/ State Law N.J.S.A. 13:1E-96.2 related to recovery of waste generated from the above project. The responsible parties, including subcontractors, shall specifically investigate opportunities to salvage, reuse and recycle waste materials to be generated prior to the start of this project.

Signature of Property Owner

Signature of Contractor

ALPINE RECYCLING TONNAGE REPORT For Year 20_____
Tonnage Report is Due Annually on March 1st for the Preceding Year

Section 1 - Type or print the following information:

Company _____ Contact: _____
 Address: _____ Phone/ Fax _____
 _____ Email: _____
 _____ Ref: Permit Type _____ # _____
 Commercial Site _____ Residential Site _____ (check one) This is Final Report Yes _____ No _____

The submission of this report is required by law. DEADLINE: March 1st

Section 2 - Important - See the attached instructions for information on completing it.

ID#	Material	Tons	End Market (Name/ Address/ Phone No.)
01	Corrugated cardboard		
02	Mixed office paper		
03	Newspaper		
04	Other paper/magazines/junk mail		
05	Glass bottles & jars		
06	Aluminum cans		
07	Steel cans/oil filters		
08	Plastic containers		
09	Heavy Iron		
10	Non-ferrous/other aluminum scrap		
11	Metal appliances & light iron		
12	Anti-freeze		
13	Batteries, lead-acid		
14	Scrap autos		
15	Tires		
16	Used motor oil		
17	Brush/tree parts		
18	Grass clippings		
19	Leaves		
20	Stumps		
21	Consumer electronics		
22	Concrete/asphalt/masonry/paving materials		
23	Food waste & cooking grease		
24	Misc recyclables* (list below)		
25	Other glass		
26	Other plastic		
27	Petroleum contaminated soil		
28	Process residue		
29	Textiles		
30	Wood scraps		
	Mixed materials. List by ID # any materials that are mixed together or comingled for recycling. Use separate sheet if needed.		

*Miscellaneous recyclable materials: _____

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Important Note

Each year, as required by Alpine Ordinance 188 and the New Jersey Department of Environmental Protection (NJDEP) Recycling Regulations, NJAC 7:26A-10.3 (2009), all businesses and institutions, including multifamily housing owners or their agents, must report the weight in tons of materials collected for recycling from their premises. Alpine is required by law to file an annual report that documents that tonnage with the NJDEP. To file this report, information is needed from all residential, commercial, and institutional establishments and/or their contractors. This report also verifies that you are recycling and maintaining records of your recycling efforts as required by municipal ordinance 188.

Instructions for Completion of Recycling Tonnage Report

Section 1

Please type or print the name of your business or institution, its address and all contact information. **Reports are due ANNUALLY on March 1st. ONLY report tonnage for materials recycled from January 1st through December 31st of the PRECEDING YEAR.**

Section 2

The list of materials, ID # 1 to # 30, includes mandated recyclables, as well as commonly recycled materials. Print the weight in tons of that material and the name of your recycling hauler or end market.

- If you do not know the weight in tons, you may list pounds, cubic yards, gallons, square yards for rugs, number of units for lead-acid batteries, tires, electronics, fluorescent lights. Be sure to print the unit of weight/measurement next to each item; for example, 7.5 tons, 25 gallons, 2 units.
- If your recycling hauler reports the tonnage to Alpine on your company's behalf, please leave the "Tons" column blank.

To complete the "Company providing recycling services" column:

- List name of hauler or end market. If that company reports the tonnage numbers on your company's behalf, please indicate that. We will cross-check your report with the information that the recycling company provides.
- If your landlord or a property management company is responsible for your recycling, list the appropriate name and phone number. We will contact them for the tonnage numbers.
- If you were given permission to take your recyclables directly to an Alpine facility (ex. white goods or electronics), print "Alpine facility" across from each of those materials. You do not have to fill in the tonnage weight information for those materials.
- Use a separate sheet of paper for multiple vendors.

Definitions of Material

PAPER

01 - **Corrugated** - Containers and similar paper items usually used to transport supplies, equipment parts or other merchandise.

02 - **Mixed Office and Computer Paper** - Any and all types of "office-type" paper including, but not limited to: computer paper, hi-grade white paper, typing paper, copier paper, onion-skin, tissue paper, notepad, envelopes, manila folders and colored paper, or any mix thereof.

03 - **Newspaper** - All paper marketed as newsprint or newspaper and containing at least 70% newsprint or newspaper (American Forest and Paper Association grades #6, #7 and #8 news).

04 - **Other Paper/Magazines/Junk Mail** - All paper, which is not defined, as corrugated, mixed office paper, computer paper or newspaper. Examples are as follows: magazine stock, telephone directories, wrapping paper, chip board, books and grocery bags. [papers coated with plastic, film or foil and paper contaminated with food should not be included]

CONTAINERS

05 - **Glass Containers** - All glass containers used for packaging food or beverages.

06 - **Aluminum Cans** - Food and beverage containers made entirely of aluminum.

07 - **Steel Cans** - Rigid containers made exclusively or primarily of steel or tin-plated steel and steel and aluminum cans used to store food, beverages, paint and a variety of other household and consumer products including motor oil filters.

08 - **Plastic Containers** - Containers such as polyethylene terephthalate (PETE - #1) soda bottles, high density poly ethylene (HDPE - #2) milk, water or detergent bottles, vinyl (V - #3), low density polyethylene (LDPE -#4) containers, or polyvinyl chloride (PVC - #5) bottles and rigid and foam polystyrene (PS - #6).

METAL

- 09 - **Heavy Iron** - All ferrous scrap, structural steel or cast iron components.
- 10 - **Non-ferrous and Other Aluminum Scrap** - All non-container aluminum, copper, zinc, brass and other metals, which generally do not rust.
- 11 - **White Goods and Light Iron** - All appliances such as washers, dryers, refrigerators, etc. as well as products made from sheet iron, such as shelving, file cabinets, metal desks, recycled or reconditioned steel drums and other non-structural ferrous scrap.

AUTO

- 12 - **Anti-freeze** - All automotive engine coolant consisting of a mixture of ethylene glycol and water or propylene glycol and water.
- 13 - **Batteries, Lead-Acid** - Batteries from automobiles, trucks, other vehicles and machinery and equipment. THIS DOES NOT INCLUDE CONSUMER BATTERIES.(see#21).
- 14 - **Scrap Autos** - Crushed or shredded automobile or truck bodies excluding auto shredder residue or "fluff".
- 15 - **Tires** - Rubber-based scrap automotive, truck or specialty (e.g. forklift) tires. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).
- 16 - **Used Motor Oil** - A petroleum -based or synthetic oil which, through use, storage or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties. Used motor oil filters shall be reported as item 7, steel containers.

YARD MATERIAL / VEGITATIVE WASTE

- 17 - **Brush/Tree Parts** - Branches and woodchips generated from residential and institutional sources (e.g. storm damage and pruning activities).
- 18 - **Grass Clippings** - Grass clippings derived from the mowing of lawns or other grassy areas.
- 19 - **Leaves** - Leaves and other yard debris excluding grass and brush, from residential, institutional, commercial or industrial sources.
- 20 - **Stumps** - Unfinished wood from commercial land clearing activities. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).

OTHER

- 21 - **Consumer Electronics** - A broad field of electronics that includes devices such as TVs, DVDs, VCRs, radios, hi-fi stereo, home theater, handheld and software-based games as well as Internet appliances.
- 22 - **Concrete/Asphalt and Masonry / Paving Materials including MILLINGS** - Asphalt or asphalt-based roofing shingles, concrete, brick, cinder block, ceramic materials stones, other masonry materials and paving materials. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).
- 23 - **Food Wastes & Cooking Grease** - Cooking oil, fryer grease, food plate wastes and food processing wastes. Food processing wastes include food processing waste, food processing residuals and animal processing wastes. If the material is transported and processed as animal feed, it should be identified as such. Materials generated in trimming and reject sorting operations from the processing of fruits and vegetables in canneries and similar industries, e.g. tomato skins, pepper cores, bean snips cranberry hulls, etc., should be classified as (28) process residue. (Note: This definition is used for Tonnage Grant purposes only, and does not reflect the definition as per the to-be-proposed solid waste and recycling regulations.)
- 24 - **Miscellaneous Recyclable Materials, Fluorescent Lights & Household Batteries** - Includes any other non-hazardous materials which would otherwise be classified as solid waste and is not otherwise defined in this section and documented as being recycled. Examples include household batteries, paint, fluorescent lights, furniture, wallboard, padding and insulation. **Construction and Demolition debris must be separated into its various materials.** Any material labeled as C&D will be disallowed.
- 25 - **Other Glass** - All non-container glass such as plate glass, drinking glasses and automotive glass.
- 26 - **Other Plastic** - Low-density polyethylene (LDPE) film or bags, other film, plastic closures, durable goods and plastic pallets (provided they are recycled and not simply reused). Includes plastic from Verizon, PSEG, and most supermarkets.
- 27 - **Petroleum Contaminated Soil** - Non-hazardous soils containing petroleum hydrocarbons resulting from spills, leaks or leaking underground storage tanks used for gasoline or any other commercial fuel and which are recycled in accordance with the requirements of N.J.A.C. 7:26A-1.1 et seq. NOTE: This material can be recycled at "Class B" facilities (for example, authorized asphalt manufacturers).
- 28 - **Process Residue** - Includes ash recovered from any form of incinerator power plant and any other process residue (i.e. manufacturing scrap) which is non-hazardous and meets the definition of an ID-27 industrial waste. NOTE: Sludge is not included in this or any other definition.
- 29 - **Textiles** - Cloth materials such as wool, cotton, linen, nylon or polyester derived from carpet, clothing, linens or cloth diapers.
- 30 - **Wood Scraps** - Unfinished lumber. Included in this definition are wooden pallets. Utility Poles are **not** recyclable. NOTE: This material must be recycled at a registered, exempted or pending "Class B" recycling facility (see Appendix B for a list of registered facilities).

Exempt activities unless undertaken in conjunction with re-development:

- (1) Roofing projects that do NOT include tear-off of existing roof
- (2) Installation, replacement or repair of
 - a. Retaining wall except where removing cement, brick or block
 - b. Carport, patio cover, balcony, trellis, fireplace **except** where removing masonry, cement, brick or block
 - c. Deck **except** where removing masonry cement, brick or block
 - d. Fence
 - e. Swimming pool or spa **except** where removing cement, brick, block or metal rebar
 - f. Pre-fabricated sign
- (3) Projects that require only an electrical permit or only a plumbing permit or only a mechanical permit.
- (4) Any minor permitted application at the discretion of the recycling coordinator.