



# Annual Recycling Status and Tonnage Report

Report for Calendar Year: \_\_\_\_\_

Name of Reporting Entity:

Address and mailing address if different:

Contact Person:

Phone:

Description and Size of Reporting Entity:

Description of Recycling Activities:

Are Recyclables Source Separated?  Yes  No

**SOURCE SEPARATION** - means the process by which recyclable materials are separated at the point of generation by the generator thereof from solid waste for the purposes of recycling.

**If No then an Application for Exemption from Source Separation must be filed with this report. See Page 4.**

Do you deliver your recyclables directly to the Morristown Municipal Recycling Center located on Lake Road?

Yes  No **If yes these tonnages need not be reported below.**

Are you aware that the Lake Road Recycling Facility will accept most recyclable material free of charge and is open six days a week?

Yes  No

Do you annually provide your tenants, employees and staff with information regarding your recycling program?

Yes  No

Do you maintain clearly labeled recycling containers placed at convenient locations?

Yes  No If yes, how often are the containers emptied?

Are members of the custodial staff regularly reminded that it is illegal to mix recyclables with trash in the same container?

Yes  No

## Annual Tonnage Report

Name of Recycling Hauler #1:

Address:

Contact Person:

Phone:

Type(s) of Recyclables Hauled, Method and Frequency of Pickup:

Annual Tonnage of Each Type of Recyclable:

Name of Recycling Hauler #2:

Address:

Contact Person:

Phone:

Type(s) of Recyclables Hauled, Method and Frequency of Pickup:

Annual Tonnage of Each Type of Recyclable:

Name of Garbage Hauler:

Address:

Contact Person:

Phone:

Frequency of Pickup:

Annual Tonnage:

Attach additional sheets and reports from haulers as appropriate.

Print Name and Title of Person Completing this form:

Signature:

Date:

As per Town of Morristown Ordinance O-7-2008 this form must be submitted by mail or fax not later than January 31 of each year to:

Municipal Recycling Coordinator  
Town of Morristown  
200 South Street  
P O Box 914  
Morristown, New Jersey 07960  
Fax: (973) 292-6671

The information provided in this report will be included as part of the Municipal Tonnage Report filed annually by the Town of Morristown with the New Jersey Department of Environmental Protection, Recycling Bureau in Trenton.

Your support for recycling in Morristown is greatly appreciated. Should you have any questions concerning our program or would like to learn ways that you might improve your existing recycling program, please call 973-644-4382 or 973-292-6670.

Thank-you for helping to keep Morristown *Clean & Green!*

This application is available online at [www.townofmorristown.org](http://www.townofmorristown.org)

## **Application for Exemption from Source Separation**

**This application must be filed if recyclable materials are NOT separated on-site.**

Pursuant to Section 19-7.2.B. of the Code of the Town of Morristown, the undersigned hereby requests that the Town of Morristown governing body grant an exemption from the source separation requirements of Ordinance O-7-2008, which requires persons generating municipal solid waste to source separate from the municipal solid waste stream the specified recyclable materials.

By signing this application, the applicant certifies that the requesting entity has otherwise provided for the recycling of all designated recyclable materials in the manner described in attachments to this application.

Name of Entity:

Address:

Block:        Lot:

Name of the person making application:

Official Title:

Phone:

Signature:

Date:

Name of the contractor or facility responsible for recycling the designated recyclable materials that are not source separated:

Address:

Name of Contact Person:

Title of Contact Person:

Telephone number of Contact Person:

The following information must be attached to this application:

1. Certification that designated recyclable materials have been and are currently being recycled.
2. Description of method of recycling.
3. Annual Tonnage Report for each designated recyclable material.