

ANNUAL MUNICIPAL TONNAGE REPORTING CHECKLIST FOR MUNICIPAL RECYCLING COORDINATORS



January	Request tonnage reports from:	Businesses in the municipality Haulers/end markets serving the municipal recycling center Haulers/end markets serving curbside recycling programs Other generators including construction firms, landscapers, landlords, multifamily units, permitted and exempt facilities, schools/institutions, & management companies	
February - mid April	Compile received tonnage reports on NJDEP Municipal Tonnage Reporting Form	Include business tonnage reports submitted to MCMUA (MCMUA Website Home -> Solid Waste -> Municipal Recycling Coordinators -> Applicable Year) Include MCMUA reports for haz-waste site, veg-waste sites, tires & curbside recycling Report all recycling in tons (use conversion tool on form if reported with other units) List end markets for each line item Follow NJDEP materials category definitions and tips on Page 2 (reverse of this checklist) List end markets for each line item as the last known handlers of recycling, e.g., the end market for MUA collected curbside recycling is Republic Services Review reports for any significant changes in tonnages from the previous year Use MCMUA breakout tool for single stream collected by the MCMUA and the NJDEP breakout tool for single/dual stream collected by other haulers Include in MTG reporting form \$3/ton Recycling Tax sent to NJ under REA. MCMUA has information only for towns that pay the tipping fee directly. Haulers paying disposal fees directly will have this information. Reach out to MCMUA with any questions	
April 30	Deadline to submit Municipal Tonnage Report to NJDEP (tonnagegrant@dep.nj.gov)	Email Subject Line: Name of Town & Year (attachments named with town, year, & file type) Confirm correct tonnage year, tax year, county, and municipality Attach certification form (N.J.A.C 7:26A-11 Standards for Municipalities) signed by the mayor Attach Statements of Compliance/Intent (Consult attendance sheets on MUA website - to be signed by MRC) Attach the applicable calendar year MTG Expenditure Excel Sheet Attach Municipal Tonnage Grant Reporting Excel Sheet (Enable Content/Macros disabled) Include the composition of #24 <i>Other Material Listed</i> in the email body Include in email the reasons for significant increases in tonnages from the previous year Include in the body of the email the name and contact information for the individual completing the report and the individual signing the report as CRP MCMUA will certify the report if there is no CRP at the municipality (<i>MRC enrolled in CRP class</i>) Copy mchavanne@co.morris.nj.us and amarrone@co.morris.nj.us on submission email	
5/1-6/15	Revision Period	Continue collecting tonnage reports from generators and facilities Add additional tonnage received since submission date to report Incorporate feedback received from the MCMUA after their review of the initial submission	
June 15	Submit Final Municipal Tonnage Report	Add "Revision" to subject line along with town and year Attach only the municipal tonnage reporting excel form Copy mchavanne@co.morris.nj.us and amarrone@co.morris.nj.us on resubmission email	