

CITY OF CLIFTON
DEPARTMENT OF PUBLIC WORKS
307 East 7th Street
Clifton, New Jersey 07011
(973) 470-2239
FAX: (973) 340-7049

ALFRED J. DUBOIS, JR.
Municipal Recycling Coordinator



To All Businesses and Institutions:

December 29, 2008

RECYCLING REPORT DUE MONDAY, MARCH 30, 2009

To meet New Jersey Statewide Mandatory Source Separation and Recycling Laws, all businesses and institutions are required to separate, recycle, and document any of the following materials listed on the back of this sheet.

It is the responsibility of each establishment to ensure that a recycling system is in place, and that all recyclables are reported to the city each year. You may choose to have your recyclables collected by a solid waste hauler, a recycling collection firm, or the city's municipal collection program. Some establishments may prefer to take them to the city drop-off center.

If you utilize a private hauling company, you are responsible for separating recyclable materials and keeping them out of all containers holding non-recyclable trash. Your hauler must provide you with sufficient containers for recyclable materials and must submit to you proper documentation to meet state requirements. Proper documentation must consist of:

- 1) All material recycled in 2008.
- 2) A letter of verification on your company letterhead is acceptable, and fill out and sign the back of this form.
- 3) Total weight / tonnage of each type of material recycled. (See list of Materials on other side of letter)
- 4) Recycling company and location of where material was recycled.

Documentation MUST be submitted no later than Monday, March 30, 2009. Please send all documentation to:

Alfred J. Du Bois
Recycling Coordinator
Department of Public Works
307 East 7th Street
Clifton, New Jersey 07011

If your materials are collected by the City's recycling pickup or you bring recyclables to the Recycling Center please call the Recycling Office to report your information.

Any establishment not complying with the local recycling and reporting requirements, may be subject to a fine not to exceed One Thousand Dollars (\$1,000.00)

If you have any questions regarding this matter please call me at 973-470-2239. I will be happy to help you with these requirements.

Very truly yours,

Alfred J. Du Bois
Recycling Coordinator



Preserving Resources
Preventing Waste

Reduce • Reuse • Recycle

Printed on Recycled Paper

CITY OF CLIFTON - 2008 RECYCLING TONNAGE FORM

Name of Business /Institution _____

Address _____ City/State _____

Phone Number _____ Signature/Title _____

Material Recycled in 2008

MATERIAL	TONS	MARKET NAME
01 Corrugated	_____	_____
02 Mixed Office Paper	_____	_____
03 Newspaper	_____	_____
04 Other Paper/Junk Mail	_____	_____
05 Glass Containers	_____	_____
06 Aluminum Cans	_____	_____
07 Steel Cans/Oil filters	_____	_____
08 Plastic Containers	_____	_____
09 Iron (ferrous)	_____	_____
10 Aluminum (non-ferrous)	_____	_____
11 White Goods/Lite Iron	_____	_____
12 Anti-freeze	_____	_____
13 Batteries, Lead Acid	_____	_____
14 Scrap Autos	_____	_____
15 Tires	_____	_____
16 Motor Oil	_____	_____
17 Brush/Tree Parts	_____	_____
18 Grass Clippings	_____	_____
19 Leaves	_____	_____
20 Stumps	_____	_____
21 Consumer Electronics	_____	_____
22 Concrete/Asphalt/Brick/Block	_____	_____
23 Food Waste	_____	_____
24 Misc. Materials: (list materials separately)	_____	_____
_____	_____	_____
_____	_____	_____
25 Other Glass -	_____	_____
26 Other Plastic -	_____	_____
27 Petroleum Contaminated Soils	_____	_____
28 Process Residue	_____	_____
29 Textiles / Carpet / Clothing	_____	_____
30 Wood Scraps	_____	_____
TOTAL	_____	_____