

TOWNSHIP OF _____

Address, phone

Date: _____

To: (Business Name & Address)

Re: **2023 Recycling Tonnage Report**

As the Municipal Recycling Coordinator of _____ Township, I respectfully bring to your attention the following provision of the *Sussex County Solid Waste Management Plan*:

C. Non-residential generators of solid waste and/or recyclable materials shall obtain from their disposal providers receipts for the removal of those materials from the premises... A summary of total tonnage on official letterhead or copies of disposal receipts for recycled materials shall be forwarded to the Municipal Coordinator at the end of each calendar year for inclusion in the municipalities' Annual Recycling Tonnage report, specifically N.J.S.A. 13:1E-99.16.

Please complete and return **the attached Recycling Tonnage report for recyclable materials** collected by your company in _____ Township for the **year 2023**. The report should document the type of recyclable materials collected, the estimated weight collected for each type of recyclable material, and the name/location of the end market where the recyclable items were sent for recycling.

_____ Township relies on these reports to document compliance with the mandatory recycling requirements of the State of New Jersey. Due to NJDEP submission deadlines, your information is needed NO LATER than **March 15, 2024**.

Thank you for your continued support of Sussex County's recycling goals and initiatives. Should you have any questions regarding the attached Recycling Tonnage Report, please do not hesitate to contact me at 973-_____.

Sincerely,

Your Name & Title

Enclosure