

MUNICIPAL LETTERHEAD

To: (Business/Institution)
(address)

Date: XXXXXX, 2026

Re: 2025 Recycling Tonnage Report

According to (municipality) Municipal Ordinance and State Law, **all residents, businesses, and institutions are required to recycle.** As the owner, operator, or manager of a business, institution or multi-family dwelling, you must ensure that a recycling program is in place. Recycling has proven to be an economically sound business practice by avoiding disposal costs and generating revenue from the sale of recyclable materials.

Each year, as required by NJDEP recycling regulations, N.J.A.C. 7:26A-10.3, and (municipality) Municipal Ordinance all businesses, institutions and multifamily dwellings must report the prior year's tonnage of recycled materials to the municipal recycling coordinator by March 1st. **Failure to establish a recycling program and/or submit tonnage information may result in a monetary penalty.**

Please complete and return the attached **2025 Recycling Tonnage Report by March 1st.** The report can be e-mailed to _____@_____ or faxed to (____) _____. The reverse side of the form provides instructions.

Local businesses are the backbone of our (town, borough, etc.) and your cooperation is critical to the success of our recycling goals and initiatives. The NJDEP issues an annual recycling grant to our municipality based on the tons of material recycled, so completing the 2024 Recycling Tonnage Report does make a difference.

Should you have any questions once you have reviewed the enclosed materials, please do not hesitate to contact me at (____) ____-____.

Thank you in advance,

Municipal Recycling Coordinator