



Township of Hillsborough

COUNTY OF SOMERSET
MUNICIPAL BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NEW JERSEY 08844
(908) 369-4313



www.hillsborough-nj.org

To All Local Business and Commercial Establishments:

All businesses and commercial establishments are required to recycle in accordance with New Jersey Law and Township Ordinance. The owner, operator, or manager of a business or commercial establishment must ensure that the recycling system is in place. At the end of each calendar year, every business is required to submit a report to the township which outlines the type and quantity of materials that have been recycled by that business in the past year. The Township must then compile and file a report with New Jersey by law.

Please find enclosed the **NJDEP 2022 RECYCLING TONNAGE REPORT FORM**. The form provides a listing of a wide variety of reportable recyclable materials. To maintain compliance with the New Jersey reporting requirements, please return the completed form to the Township. The form should include a statement of how much recycling your facility generated in 2022 in each material category and where it was sent for process. The recommended way to complete the reporting requirement is to contact the hauler who handles your recyclable materials and ask them to send a report of the materials and quantities of each material that were taken from your establishment in 2022. Please submit the 2022 Recycling report by email to mcarr@hillsborough-nj.org or by regular mail to:

Michael Carr
Hillsborough Township Health Department
379 South Branch Road
Hillsborough, NJ 08844

Please note the deadline to file the report is March 1, 2023. If you are a tenant and rely on your landlord to manage recyclable materials, please forward this correspondence to the landlord to complete the report requirements. Landlords are reminded to please attach a list of current tenants for office buildings, strip malls and multiple occupant locations. Food establishments, please note that food wastes and cooking grease are reportable as recyclable materials. If you are a small business and generate minimal quantities of recyclables that are removed through alternative methods, please write "small business" on the form and return to the health department for our consideration.

Thank you for your assistance in this matter. Please contact the Hillsborough Township Health Department at (908) 369-5652 or via email at mcarr@hillsborough-nj.org with any questions or to request assistance in the development or expansion of a recycling program.

Sincerely,

Michael Carr
Director of Environmental Programs