

Asphalt Shingle Recycling
Training for Post-Consumer
Suppliers/Generators
by:



December 2014

Who Must Read This Guide



The generator/supplier must read this guide and fill out all paperwork before bringing a shingle load.

Generators/suppliers are typically:

- 1) Roofing or General Contractors**
- 2) Homebuilders**
- 3) Homeowners**
- 4) Permitted C&D Recycling Facilities, Waste Facilities and Landfills**

Note: Haulers are typically NOT a generator/supplier.

The person that completes this training must be an owner or authorized agent of the generator/supplier.

Acceptable Materials:

- 1) Asphalt Shingles
- 2) Felt Attached to Shingles
- 3) Nails Attached to Shingles



Unacceptable Materials

Loads containing more than 1% of the following materials will be rejected:

1) Household Waste / Garbage



Includes bags, bottles, cans, boxes, containers, cardboard, tape, liquids, food, paper, etc.

Acceptable / Unacceptable Materials



Unacceptable Materials:

Loads containing more than 1% of the following materials will be rejected:

2) Construction & Demolition (C&D) Waste



Metal (including gutters and flashings)



Wood (including pallets and plywood)



Plastic (including plastic wrap)



Paper (including house wrap)

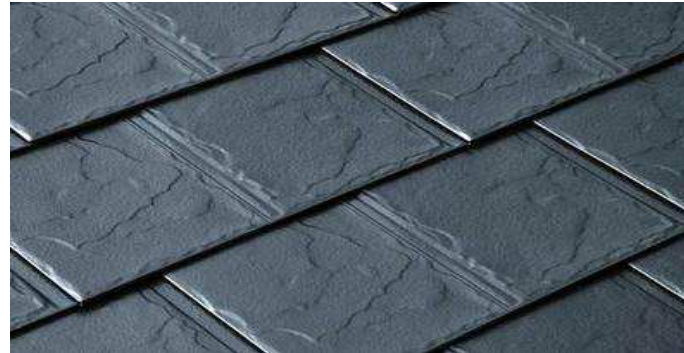
Unacceptable Materials:

Loads containing more than 1% of the following materials will be rejected:

3) Any other type of roofing shingle



Wood Shingles



Metal Shingles



Slate Shingles



Clay/Tile Shingles

Unacceptable Materials:

Loads containing ANY of the following will be rejected:

4) Hazardous Materials



Hazardous Wastes



Asbestos Containing Material (ACM)

Customers are responsible for all materials they bring to the site, even after initial inspection and acceptance.

Loads are subject to asbestos testing and applicable fees.

Acceptable / Unacceptable Materials



Inadvisable Materials:

We also recommend removal of the following materials:



Shingles containing Mastic (typically around chimneys or pipes)



Shingles that may contain or have remnants of asbestos cement.



Excessively old or weathered shingles



Shingles that can crumble up in your hand

Additional Regulations:

Per regulations under EPA and NESHAP, the following must be true for all shingle loads:

- 1) Shingles are from residential buildings of four or fewer dwelling units and/or residential homes.
- 2) Shingles are NOT from a whole house demolition.
- 3) Shingles are collected separately from other general construction and demolition debris at the source.

The generators/supplier will be required to fill out a Source Certification Form certifying the above statements.

Special Note:

Along with shingles, our facility also accepts clean construction and demolition debris (CCDD) material (lean dirt, clay, brick, asphalt and concrete).

However, all loads MUST be separated prior to arrival.

***** MIXED LOADS WILL BE REJECTED *****

Before You Bring Shingles To The Facility



Before bringing shingles to the Facility, an Owner or duly authorized representative of the shingles must read, complete, sign and submit the following:

- 1) Source Certification Form acknowledging you have read and understand this training manual and will only supply clean loads.**
- 2) Generator/Processor Agreement**
- 3) Certificate of Insurance (Annual)**

OPTIONAL:

- 4) Credit Application (If opening a billing account)**

For Each Load



For each location where shingles are extracted, the driver must bring the following:

- 1) Address or addresses of shingle source**

OPTIONAL:

- 2) Asbestos Testing Results By NIST/NVLAP Accredited Lab
(*Call for more information*)**

End of Guide



This is the end of the guide. What to do next:

- 1) Find attached forms. If you did not receive any forms or think you may be missing a form, please contact us (see following page).
- 2) Complete, sign and submit all forms. You may do this by dropping off the forms at the facility or you may scan and email to:

accounting@sextoncompanies.net

**** Note that all scanned forms must be legible.***

- 3) You should receive confirmation of receipt within 1 business day.

*****To avoid delays, submit all forms and receive confirmation prior to bringing loads to the facility.*****

Contact Information



Contact Information

Main Office:

Form requests, questions, submissions:

Project Manager – Scott Hendricks

scotthendricks@sextoncompanies.net

(224) 212-1250

Credit applications (questions and submissions):

Accounting Department

accounting@sextoncompanies.net

Sexton Properties Richton Park Eco-Facility:

General Manager – Mark Stearns

(847) 571-1270

Mark.stearns@sextoncompanies.net

Ticket Office – Alana Money

(847) 372-6942