



Supplier's Training &
Requirements for Asphalt
Shingle Recycling



CDRA is Grateful to Dan Horton, ASR, Chelsea Oesch, Beacon Building Products, and especially Kathy Powles, Falcon Green Resources, from which most of this guide is created.



TABLE OF CONTENTS

Safety Guidelines	2
Recommended PPE	3
Weighing & Ticketing	4
Example Documents	5
Unacceptable Materials	6
Acceptable Materials	7
Examples of Acceptable Materials	8
Asbestos	9
Why Recycle Shingles	10
Guidelines for Loading Shingles	11
Guidelines for Unloading Shingles	12

SAFETY GUIDELINES

Safety is our #1 priority

1. All suppliers are required to wear high visibility clothing, most commonly a safety vest, while in the shingle recycling facility. A fine will be charged for every individual that fails to comply and multiple violations of this policy will result in the loss of dumping privileges. Safety vests are available for sale in our offices if needed.
 - (a) In addition to high visibility clothing we suggest, but do not require, wearing additional safety equipment including eye protection, hard hats, safety gloves, and safety shoes.
2. All visitors are prohibited from entering processing areas or any other areas designated as employees only.
3. Suppliers are prohibited from climbing in or on dumpsters and from removing any items from them. If something is disposed of by mistake notify the office and our personnel will retrieve your property for you.
4. Children and young adults under the age of 16 are prohibited from exiting their vehicle.
5. Watch for heavy equipment. Heavy Equipment always has the right of way.
6. All passengers are required to be safely inside a vehicle while it is in motion. Riding in or on a trailer is prohibited.
7. Trailers must be completely lowered, and the gate closed and latched while a vehicle is in motion.





RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT



HARD HAT



SAFETY GLASSES



**REFLECTIVE CLOTHING
(Mandatory)**



GLOVES



SAFETY TOE BOOTS

WEIGHING & TICKETING


1. Upon entering the facility, stop on the scale so that the attendant can obtain your gross (full) weight. Complete the Load Information Slip at this time making sure to include the address of the job-site your shingles came from.
2. Hand the attendant the Load Information Slip. This slip allows the attendant to prepare your ticket in advance, making the ticketing process much faster. If you do not have it prepared, park and return to the office to provide the job address.
3. The attendant will allow you to proceed to the unloading area.
4. After unloading, return to the scale to obtain your tare empty weight.
5. After the attendant records your tare weight pull off the scale, park, and return to the attendant to pay.
6. The attendant will print your ticket and hand it to you to review and sign.
7. Review your ticket. The charged items are itemized, and this is the best time to have any questions regarding charges or payment answered.
8. After review the attendant will accept payment, have you sign the ticket, and supply you with a receipt.

LOAD SLIP EXAMPLES

Example Load Information Slip

		My Recycling Company Main Phone 123-456-7890 Secondary Phone 234-567-8901 www.myrecyclingcompany.com	
		Customer Name _____ Street Address _____ City _____ State _____ Zip Code _____ Plate _____ Sqs./Layers _____ Customers Signature _____ Gross _____ Tare: _____	

Example Scale Ticket

	Test Location M-F: 6am-4pm Date: _____ Sat: 6am-12pm Time: _____ Phone 123-456-7890	Ticket #: _____ Vehicle ID: _____ Trailer: _____ Gross: 21,779.00 Tare: 12,140.00 Net: 9,639.00 Tons: 4.82																
	Customer: Shingle Recycling Co.																	
<table border="1"> <thead> <tr> <th>Product</th> <th>Additional Info/Dwelling location</th> <th>QTY</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Shingle Recycling - 100% Clean Shingles 1800 Main St, Chicago, IL</td> <td></td> <td>4.82</td> <td>253.00</td> </tr> <tr> <td>Service Fee - Cleaning Fee</td> <td>Buried Pellets, Co-mingled plastic</td> <td>1</td> <td>55.00</td> </tr> <tr> <td>Accessory - Jumper cable rental</td> <td></td> <td>1</td> <td>4.00</td> </tr> </tbody> </table>	Product	Additional Info/Dwelling location	QTY	Amount	Shingle Recycling - 100% Clean Shingles 1800 Main St, Chicago, IL		4.82	253.00	Service Fee - Cleaning Fee	Buried Pellets, Co-mingled plastic	1	55.00	Accessory - Jumper cable rental		1	4.00		
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		Total Due: 312.00 Payment Type: credit Amount Paid: 312.00																
<p>By signing below the Certified Supplier warrants that the material dropped off is free of any contained products, a petal or hazardous wastes. That the post consumer asphalt shingles came from a residential building having 6 or fewer dwelling units, are not "regulated facilities", according to NESHAP 40 Part 61, Subpart M. The recycling center is not responsible for any personal or property damage that may occur on site. The facility only accepts asphalt roof shingle.</p>																		
John Q. Roofor _____ Date: 12/12/2023		Asbestos Inspector Pass _____ Fail _____																

UNACCEPTABLE MATERIAL

Dumping items such as these can result in fines or the rejection of the load.

Listed here are the most common items and materials that may be mixed with shingles that are not permitted.

However, any material not listed under 'Acceptable Material' is completely prohibited.

- Vinyl Siding
- Insulation
- Flat or Rolled Roofing
- House Wrap
- Tires
- Lumber
- Liquids of any kind
- Oil
- Paint
- Painted Shingles
- Landscape Waste
- Drywall
- Landscape Fencing
- Tarps
- Windows
- Concrete or Bricks
- Cedar Shake
- Doors
- Appliances
- Biological and Human Waste*



*If discovered, supplier will be charged double tonnage.

ACCEPTABLE MATERIAL

Expect to have to provide 100% clean loads

A 100% Clean Load is any load that consists of nothing other than asphalt roofing shingles, nails, and a reasonable amount of felt or tar paper. The following recyclable materials are also accepted provided they are separated.

Acceptable waste and recyclable materials must be completely separated prior to leaving the dumping area (see Guidelines for Loading and Unloading).

- Steel or Aluminum Satellite Dishes
- Cardboard
- Aluminum
- Steel
- Ridge vents
- Lead vents
- Pallets
- Plywood*
- Skylights*



*Denotes additional fee may be charged

ASBESTOS CONTAINING MATERIAL (ACM)

Asbestos is a naturally occurring fibrous silicate material. Each fiber is composed of many microscopic "fibrils" that can be released into the atmosphere by abrasion and other processes. It is a well-known health and safety hazard and the use of asbestos as a building material is illegal in the United States. Inhalation of asbestos fibers can lead to various serious lung conditions, including mesothelioma, asbestosis, and cancer.



Asbestos is never accepted at shingle recycling facilities. Any load suspected of containing asbestos will be rejected immediately. If detected after dumping, the load will be quarantined, and the supplier will be charged an asbestos disposal fee.

The most common roofing-related asbestos-containing materials are chimney insulation board, foam insulation, painted shingles, and some sealants or adhesives. If your load contains any materials you suspect may contain asbestos, notify the scale attendant prior to dumping and an employee will provide a visual inspection. In some cases, in-house Polarized Light Microscopy (PLM) testing may be readily available to determine if your load contains asbestos.

WHY RECYCLE SHINGLES?

RECYCLING SHINGLES DIVERTS MATERIALS FROM OUR LANDFILLS:

The E.P.A. estimates that the U.S. manufactures and contractors dispose up to 11 million tons of asphalt shingles annually. This represents the single largest, non-degradable solid-waste source entering your landfills.

RECYCLING SHINGLES REDUCES OUR DEPENDENCE ON FOREIGN OIL:

The recycled shingles from your home will recapture the equivalent amount of asphalt that comes from four barrels of oil.

RECYCLING SHINGLES PROVIDE RAW MATERIALS USED IN ROAD PAVING:

The recycled shingles from your home will re-purpose enough raw materials to produce 200 feet of a two-lane highway.



GUIDELINES FOR LOADING SHINGLES

**The better you load, the better the chance
of the load being accepted.**

We suggest loading your trailer or compartment in the order below.

1. Load shingles, including nails and felt paper which are attached to the shingles. (While loading please place any shingles containing mastic in a garbage bag, this is not mandatory but does save time.)
2. Place any wrappers, caulk tubes, food waste, pop cans, or misc. debris into garbage bags.
3. Place wood products (ex. Pallets, plywood, trim boards) on top of the shingles.
4. Place any metals (ex. Flashing, drip edges, vents, satellite dishes) on top of the wood products.
5. Place garbage bags on top of the load.



GUIDELINES FOR UNLOADING SHINGLES

1. Before you dump you may back up to one of several dumpsters to hand unload any waste or recyclables that need to be separated. These dumpsters are labeled for your convenience.
 - a) Make sure to place materials into their proper containers.
 - b) When using the dumpsters take care to ensure that the area stays clean and clear of all debris. Loose debris or nails create safety hazards and threaten to puncture tires. You may be subject to additional cleaning fees if you leave a mess.
2. After your load is dumped inspect it for any waste or recyclables that were missed prior to dumping.
 - a) Remove any material other than shingles, nails, and felt paper and place it into the appropriate dumpster. If anything other than shingles, nails, or felt paper remains in your load after you pull away you may be subject to additional cleaning fees.
 - b) Garbage cans are available for use in cleaning your load. If you use one, please return it to its original location. Do not leave it next to the load.
3. Ensure that your vehicle and trailer are in working condition. If you cannot dump our personnel may be able to assist, if available. There are service fees and depending on the circumstances and despite our best efforts we may not be able to assist you in a timely manner, so we recommend that you make sure your equipment is serviceable prior to your visit.



This guide is designed to provide roofing contractors with suggested guidelines for preparing asphalt shingles for recycling. For more information, contact your local shingle recyclers, which can be found at www.shinglerecycling.org

