



## Annual Multi-Family Recycling & Waste Reduction Report

THIS FORM REPORTS ON RECYCLING AND DISPOSAL AT YOUR PROPERTY DURING CALENDAR YEAR: \_\_\_\_\_

**This form must be completed and returned by FEBRUARY 1<sup>st</sup>.**

Mail completed form to: Montgomery County Recycling and Resource Management Division  
 Waste Reduction and Recycling Section  
 ATTN: TRRAC Program  
 2425 Reddie Drive, 4th Floor  
 Wheaton, Maryland 20902  
 or Fax to: 240-777-6465

Please retain a copy of this report for your records. For questions regarding this report, call 240-777-6486 or 301-370-5185.

**PROPERTY NAME:** \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Type:       Apartment       Condominium       Cooperative

Property Sub-Type:     High-Rise       Mid-Rise       Garden       Mixed

Number of Units: \_\_\_\_\_ Total acreage of green area (landscaped and grassy area): \_\_\_\_\_

On-site Contact Person – Name: \_\_\_\_\_

Title: \_\_\_\_\_

On-Site Mailing Address: \_\_\_\_\_  (Check if same as above)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY MANAGEMENT COMPANY (if applicable):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit/Suite # : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Management Company Contact Person Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PLEASE SIGN THE REPORT:**

\_\_\_\_\_  
 Signature of Property Owner, Manager or Other Responsible Party      Date      Printed Name of Signatory

I hereby certify that as the Designated Responsible Party, my property complies with Montgomery County Executive Regulation 1-15, which requires recycling and reporting by my property, and confirm that the above information is accurate.

<p><b>FOR DSWS USE ONLY:</b></p> <p>Field Verified By: _____</p> <p>Date Verified: _____</p>	<p>Verification Comments: _____</p>	<p>Date Reviewed: _____</p> <p>Total Recycled: _____</p> <p>Total Generated: _____</p> <p>Recycling Rate (%): _____</p>
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(OVER)

For Property: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

### Required Recyclable Materials (use additional page if necessary)

**\*\*YOU MUST SUBMIT DATA FOR ALL FIVE REQUIRED RECYCLABLE MATERIALS AND TRASH\*\***  
**Incomplete Annual Reports will be returned to filer for completion.**

Material Type	Container Type & Size <i>(see below for types)</i>	Total Number of Containers	Number of Collections	Collection Frequency	Total Annual Amount Collected (Pounds/Year)	Collector Name, Address, Phone Number
<b>1. Mixed Paper</b> <i>(includes corrugated cardboard, newspaper, white office paper, and all other paper collected together)</i>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
<b>Corrugated Cardboard</b> (only if collected separately from mixed paper)				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>2. Commingled Materials</b> <i>(includes aluminum cans/foil products, plastic bottles and containers, glass bottles and jars, and steel/tin cans collected together)</i>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>3. Scrap Metal</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>4. Christmas Trees</b>  <input type="checkbox"/> Check here if live trees are not allowed at property	(or) Number of Trees Collected: _____ (Conversion factor: 17.6 lbs/tree)			<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call  <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>5. Yard Trim</b> <i>(includes leaves, grass, brush, and garden trimmings)</i>	Cubic yards recycled: _____ (if weight not known)					
<b>Grasscycling</b> (grass clippings left on lawn when mowed)	Total green space area _____ (Conversion factor: 7.6 tons of grass clippings/acre/year)			<input type="checkbox"/> acres <input type="checkbox"/> square feet		<input type="checkbox"/> Check here if done by property staff

Common collection container types and sizes:

Container (18, 22, 23, 50, 55 gallon)	Dumpster (1, 1.5, 2, 3, 4, 6, 8 cubic yard)	Wheeled hamper (1, 2 cubic yard)	Baler
Wheeled cart (40, 60, 64, 90, 96 gallon)	Compactor (2, 8, 10, 15, 20, 30, 34, 40 cubic yard)	Roll-off (10, 15, 20, 30, 40 cubic yard)	

For Property: \_\_\_\_\_

Calendar Year: \_\_\_\_\_

### Solid Waste (Trash) (use additional page if necessary)

**\*\*REQUIRED\*\***

Material Type	Container Type & Size <i>(see below for types)</i>	Total Number of Containers	Number of Collections	Collection Frequency	Total Annual Amount Collected (Pounds/Year)	Collector Name, Address, Phone Number
Solid Waste (Trash):				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Solid Waste (Trash):				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
Bulk Trash:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
Bulk Trash:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above

### Voluntary Recyclable Materials (use additional page if necessary)

**\*\*OPTIONAL\*\***

(Examples: batteries, carpeting, clothing, ink/toner cartridges, food scraps,...etc.)

Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
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Common collection container types and sizes:

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Wheeled cart (40, 60, 64, 90, 96 gallon)	Compactor (2, 8, 10, 15, 20, 30, 34, 40 cubic yard)	Roll-off (10, 15, 20, 30, 40 cubic yard)	

For Property: \_\_\_\_\_ Calendar Year: \_\_\_\_\_

## WASTE REDUCTION/REUSE AND EDUCATION SUMMARY

*This page must be included with Annual Recycling Report*

### Waste Reduction

Describe the waste reduction and reuse efforts undertaken at your property in an effort to reduce the amount of solid waste generated:

*Waste reduction activity examples include: resident yard sales, reusable mugs in the leasing office, double-sided printers, electronic notices/newsletters instead of paper, donation of gently used items to charitable organizations,...etc.*

### Outreach and Education

Check boxes for activities conducted at your property during the past year.

- Included recycling information in move-in package
- Included recycling information in property newsletter # of times: \_\_\_\_\_
- Distributed County-provided educational recycling materials to residents
- Placed informative recycling posters at all collection sites
- Conducted resident outreach/education event(s)
  - with Montgomery County
  - without Montgomery County
  - both with and without Montgomery County
- Provided in-unit recycling bins for residents to use
- Conducted other outreach/education activities:

**What new educational materials from the County would be helpful in your efforts to educate yourself, your staff, and your residents?**

