

AGENDA ITEM #8C
July 27, 2010

Introduction

MEMORANDUM

July 23, 2010

TO: County Council

FROM:  Keith Levchenko, Senior Legislative Analyst

SUBJECT: **Introduction:** Amendment to Comprehensive Solid Waste Management Plan:
Recycling in Public Schools

On July 12, 2010 the Council received a request from the County Executive to amend the County's Comprehensive Solid Waste Management Plan (transmittal attached beginning on ©1). A draft resolution is attached on ©2-3.

The amendment would incorporate, by reference, both the Montgomery County Public Schools Recycling Action Plan, June 2010 and Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools (both attached) for the purpose of satisfying House Bill 1290 which was passed by the Maryland General Assembly during the 2009 legislative session. The law requires adoption of this amendment by October 1, 2010.

A public hearing on the amendment is scheduled for September 21 at 1:30 PM.

attachments

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ENV & ENERGY



OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

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Isiah Leggett
County Executive

MEMORANDUM

July 7, 2010

TO: Nancy Floreen, President
Montgomery County Council

FROM: Isiah Leggett
County Executive

SUBJECT: Resolution – Amendment to the Comprehensive Solid Waste Management Plan

I am writing to request that the County Council incorporate by reference certain school recycling plans into the County's current Comprehensive Solid Waste Management Plan that are required by the passage of House Bill 1290 in the Maryland General Assembly.

The Maryland General Assembly passed House Bill 1290, Environmental-Recycling-Public-School Plans during the 2009 legislative session. That law amended §9-1703 of the Environment Article, Annotated Code of Maryland, adding a new subsection (b)(10) requiring that the County's recycling plan "address the strategy for the collection, processing, marketing, and disposition of recyclable materials from public schools." The law became effective October 1, 2009, and must be satisfied by amendment to our Comprehensive Solid Waste Management Plan (Solid Waste Plan) by October 1, 2010. The appropriate school recycling plans have been prepared and are attached for incorporation into the Solid Waste Plan.

Our Ten Year Plan is required under Title 9, Subtitle 5 of Environmental Article of the Annotated Code of Maryland and Title 26, Subtitle 3, Chapter 03 of the Code of Maryland Regulations. The Environment Article requires each county to review its solid waste management plan at least every three years. The County Council adopted our current Ten Year Plan by Resolution #16-1254, dated February 9, 2010.

The attached school recycling plans—Montgomery County Public Schools Recycling Action Plan, June 2010 and Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools—were prepared by the Montgomery County Public Schools (MCPS) and by the Montgomery County Department of Environmental Protection (DEP), respectively, for the purpose of satisfying House Bill 1290. The attached Council Resolution, prepared by DEP, would incorporate those two documents, by appropriate reference, into our Comprehensive Solid Waste Management Plan. In order to comply with the new law, please act to adopt the attached Council Resolution by October 1, 2010.

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MONTGOMERY COUNTY
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Nancy Floreen
July 7, 2010
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If you have any questions, please feel free to contact Bob Hoyt at 240-777-7781 or Dan Locke, Chief, Division of Solid Waste Services at 240-777-6402. Thank you for your attention to this matter.

IL:wfd

Attachments

cc: Robert G. Hoyt, Director, DEP
Dan Locke, Chief, DEP/DSWS
Keith Levchenko, County Council

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Resolution No.: _____
Introduced: _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Amendment to the Comprehensive Solid Waste Management Plan – Strategy for Recycling in the Public Schools

Background

1. On February 9, 2010 the County Council adopted, by Resolution 16-1254, the current Ten Year Comprehensive Solid Waste Management Plan for Montgomery County (the Plan) pursuant to Sections 9-503 and 9-515 of the Environment Article, Annotated Code of Maryland. The Plan deals with solid waste disposal systems, solid waste acceptance facilities, and the systematic collection and disposal of solid waste.
2. In its 2009 legislative session, the Maryland General Assembly passed House Bill 1290, Environmental-Recycling-Public-School Plans. That law amended §9-1703 of the Environment Article, Annotated Code of Maryland, adding a new subsection (b)(10) requiring that the County’s recycling plan prepared under §9-505 of that article “address the strategy for the collection, processing, marketing, and disposition of recyclable materials from public schools”.
3. House Bill 1290 became effective October 1, 2009, and its provisions must be satisfied by amendment to the County’s Comprehensive Solid Waste Management Plan by October 1, 2010.
4. On June __, 2010, the County Executive transmitted to the County Council two documents describing the County’s strategy for the collection, processing, marketing, and disposition of recyclable materials from public schools—Montgomery County Public Schools Recycling Action Plan, June 2010 and Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools—prepared by the Montgomery County Public Schools (MCPS) and the Montgomery County Department of Environmental Protection, respectively, for the purpose of satisfying new subsection (b)(10) of §9-1703 of the Environment Article, Annotated Code of Maryland in accordance with House Bill 1290.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

The Comprehensive Solid Waste Management Plan for the Years 2009 through 2019 is amended and approved as follows:

At the end of Section 4.1.2.3, Non-Residential Sector Recycling, add a new paragraph "The County's strategy for the collection, processing, marketing, and disposition of recyclable materials from public schools is described in Montgomery County Public Schools Recycling Action Plan, June 2010 and Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools, which two documents were prepared by the Montgomery County Public Schools (MCPS) and the Montgomery County Department of Environmental Protection, respectively, for the purpose of satisfying subsection (b)(10) of §9-1703 of the Environment Article, Annotated Code of Maryland, newly added by House Bill 1290, Environmental-Recycling-Public-School Plans of the 2009 Maryland General Assembly and are incorporated herein by reference for that purpose."

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council

Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools

June 2010



Prepared by:
Montgomery County Department of Environmental Protection
Division of Solid Waste Services
101 Monroe Street, 6th Floor
Rockville, MD 20850

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**Montgomery County Recycling Plan for
Publicly Funded Colleges and Special Schools
June 2010**

Background and Purpose

Pursuant to House Bill 1290 of 2009 (the Schools Recycling Law) a recycling plan governing all schools in the Montgomery County Public Schools (MCPS) was developed by the MCPS. That plan is available under separate cover, entitled Montgomery County Public Schools Recycling Action Plan. Pursuant to a recent finding of the Maryland Department of the Environment (MDE), Office of the Attorney General, there are additional schools, not part of the MCPS system, subject to a Schools Recycling Plan. This Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools, prepared and adopted pursuant to the Schools Recycling Law, provides the complement to the MCPS Plan.

This Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools was developed by, and will be implemented by, the Montgomery County Department of Environmental Protection (DEP).

Section 1. Schools Covered By This Plan

This Section identifies the specific schools and campuses that are governed by this Recycling Plan.

In May, 2010, the MDE provided guidance, stating:

“The Office of the Attorney General has determined that specifying that all County public grade schools, colleges, and trade schools that receive county funding are covered by the law. In addition, schools that are operated and funded primarily by the State and that are generally recognized as ‘state schools’ do not become subject to § 9-1703(b)(10) of the Environment Article, Annotated Code of Maryland by receiving some funding from county sources” (See Appendix A).

Table 1 identifies all schools operating in Montgomery County that meet these criteria but not covered by the Montgomery County Public Schools Recycling Action Plan, 2010. All schools listed in the table are covered by this Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools. This list is comprised of twenty special schools that receive County funding plus the three Montgomery College campuses.

Table 1
SCHOOLS COVERED BY THIS PLAN

Colleges	
Montgomery College – Rockville Campus 51 Mannakee Street, Rockville 20850	Montgomery College – Germantown Campus 20200 Observation Drive, Germantown 20876
Montgomery College – Takoma Park Campus 7600 Takoma Avenue, Takoma Park 20912	
Nonpublic Special Schools	
Chelsea School 711 Pershing Drive, Silver Spring 20910 Grades 5 through 12	Community School of Maryland 21515 Zion Road, Brookeville 20833 Nongraded (Ages 2 through 21)
Community School of Maryland at Northwood High School 919 University Blvd. West, Room C-203 Silver Spring 20901 Nongraded (Ages 14 through 21)	Forbush School at Oakmont Lower School 17051 Oakmont Avenue, Gaithersburg 20877 Type I full day Special Education and related services program for students with autism in an Elementary School (Grades 1 through 8) and a Nongraded (Ages 5 through 15)
Forbush School at Oakmont Upper School 610 East Diamond Avenue, Suite E Gaithersburg 20877 Nongraded (Ages 12 through 21)	Foundation School of Montgomery County 220 Girard Street, Suite 300, Gaithersburg 20877 Grades 3 through 12
Frost School 4915 Aspen Hill Road, Rockville 20853 Grades 1 through 12	Greentree School 6301 Greentree Road, Bethesda 20817 Grades 7 through 12, and GED Test Preparation Program
Ivy Mount School 11614 Seven Locks Road, Rockville 20854 Grades 2 - 9 and Nongraded (4 - 21)	Katherine Thomas School 9975 Medical Center Drive, Rockville 20850 Nursery School (Age 4), Kindergarten, and Grades 1 through 12
Kennedy Krieger School 12301 Academy Way, Rockville 20852 Grades 3 through 8 and Nongraded (Ages 11-21)	Lourie Center School 12301 Academy Way, Rockville 20852 Nursery School (Age 4), Kindergarten, and Grades 1 through 5
Marcia D. Smith School 9075 Comprint Court, Gaithersburg 20877 Type I full day and Residential Special Education and related services in a Nongraded (Ages 16 through 21) program	Montgomery Primary Achievement Center 10611 Tenbrook Drive, Silver Spring 20901 Nursery School (Ages 3 and 4)
Montgomery Primary Achievement Center 205 South Summit Avenue, Gaithersburg 20877 Nursery School (Ages 2, 3, and 4)	National Children's Center School 410A University Boulevard West, Silver Spring 20901 Nongraded (Ages 12 through 21)
Pathways School – Northwood 1200 University Boulevard West, Silver Spring 20902 Grades 9 through 12	Pathways School – Springville Re-Entry 2601 University Boulevard West, Third Floor Wheaton 20902 Grades 9 through 12
Pathways School – Edgewood 801 University Boulevard West, Silver Spring 20901 Grades 9 through 12 and Nongraded (Ages 15 through 21)	Ridge School of Montgomery County 14901 Broschart Road, Rockville 20850 Grades 6 through 12

In addition to the schools listed in Table 1, any County public grade school, college, or trade school, whether receiving County funding or not, is governed by Section 3 of Executive Regulation 15-04AM, the County's recycling regulation (see Appendix B).

Section 2. The Plan In Overview

This Section provides a detailed description of the recycling plan for these schools including what materials will be recycled, how the materials will be collected, and how the County will assure that the materials collected for recycling are recycled and not disposed.

Executive Regulations 15-04AM and 18-04 (“ER15-04AM” and “ER18-04”) form the backbone of this Plan. These regulations implement a comprehensive and practical strategy developed by the County in 2003-2004, to make uniformly mandatory, across all categories of waste generators and property types, recycling rather than disposal of a range of materials for which recycling markets have proven reliable. (see Appendix C for ER18-08.)

ER15-04AM applies principally to waste generators. Under ER15-04AM, owners and managers of all real properties are held responsible, as waste generators, for assuring the recycling, rather than disposal, of recyclable materials generated by their properties. A coherent set of provisions in the rule make the approach practical for the waste generators and enforceable by the County. Executive Regulation 18-04 (ER18-04) defines the complementary role of private sector haulers and collectors in the recycling strategy, assuring, for example, that recyclable materials separately set out by waste generators for recycling collection, are actually delivered to a recycling facility.

Under the County’s recycling strategy, schools are already governed as waste generators under the provisions of ER15-04AM, however, if the school has fewer than 100 employees, it is not required to submit to DEP an annual waste reduction and recycling report unless DEP requests it, in writing, to do so. Under this Montgomery County Recycling Plan for Publicly Funded Colleges and Special Schools, the DEP will opt to require annual submission of waste reduction and recycling reports from each subject school regardless of size, according to the schedule described below. Accordingly, DEP will institute enhanced monitoring and oversight of these schools to assure compliance with all County recycling program requirements.

2.1 Materials To Be Recycled

Montgomery County Executive Regulation 15-04AM requires the following materials to be recycled and not disposed: aluminum cans and foil products; bi-metal cans; glass bottles and jars; plastic bottles; yard waste (leaves, grass, garden trimmings, and brush); Christmas trees; scrap metal; and mixed paper. Mixed paper has the meaning given in ER15-04AM, Section 1(j), essentially all types of clean, dry paper.

2.2 How The Materials Will Be Collected

Under ER15-04AM, Section 3(c)(7), the school must place containers for all required recyclable materials in adequate size and quantities in each location where trash containers are located, and must clearly label each container to indicate the appropriate materials(s) to be placed inside for recycling. Most of the schools in Table 1 are special schools. DEP will work with the operators of these special schools to assure that the intent of this requirement is satisfied.

Under ER15-04AM, Section 3(c)(10), the schools may contract for collection or self-haul, however, schools that choose to contract for collection services must use a County-licensed collection company and maintain for County inspection a copy of the Collector's license. Schools that self-haul, must maintain records proving where they took their materials and individual tonnages involved, and must include this information in their annual reports to the DEP. Receipts and/or other proof of quantity recycled may be substituted only in the event that scale house tickets are unobtainable.

2.3 How The County Will Assure That Materials Collected For Recycling Are Recycled

As noted, schools, as waste generators, are subject to ER15-04AM. Collectors are subject to Executive Regulations 15-04AM, 18-04, and 58-92AM. (See Appendix D for ER58-92AM).

Section 2(a) of ER15-04AM requires collectors to separately collect waste set out for disposal from materials set out for recycling collection, and that if the same vehicle is used for both types of collection (e.g. split body), then the separation must be maintained during collection, transportation and off-loading at respective disposal and recycling facilities. Sections 3(c) and (d) of that regulation stipulate that haulers, collectors and other persons must deliver recyclables acceptable for recycling only to recycling facilities, and that no hauler, collector or other person may deliver for disposal to any solid waste acceptance facility any solid waste that is acceptable for recycling.

Section 3(c)9(A) of ER15-04AM states that if the collector determines that the recyclable materials set out for recycling collection are not acceptable for recycling, then the collector must so inform the school and send a copy to the DEP.

Under ER 58-92AM, licensed collection companies are required to report where, how much, and what types of materials they haul, to certify as to the accuracy of the report, and to maintain supporting records (e.g. scale tickets) for inspection by the County. DEP reviews, tabulates, and randomly field-audits those reports. Recycling processors report to the MDE, on a calendar year basis, the tonnages recycled ("State Processor Reports") and these reports are shared with the DEP.

Together, these provisions assure that materials set out for recycling collection are transported only to recycling facilities, not disposal facilities.

Section 3. Schedule For Implementation Of The Plan

This Section describes the schedule that will be followed by the County for recycling in the schools governed by this Plan.

As discussed, Executive Regulations 15-04AM and 18-04 are the backbone of this Plan. Both regulations became effective February 8, 2005. Thus, the DEP has several years experience with their implementation which is largely responsible for the County's recycling success. Montgomery College already filed the required recycling plans under ER15-04AM, and each of

its three campuses qualifies separately as a large business, and each already filed Annual Reports under Section 3(c)(6) of the regulation. DEP has already visited most of the non-public special schools listed in Table 1 to provide technical assistance in support of their recycling programs. Going forward, the following schedule of additional activities will apply.

Within one year of State approval of an amendment to the County's Ten Year Comprehensive Solid Waste Management Plan adopting this Montgomery County Recycling Plan for Publicly Funded Colleges Colleges and Special Schools, the DEP will, pursuant to Section 3(c)(5)(A)(2) of ER15-04AM, request each of the Non-public Special Schools listed in Table 1, to prepare, within sixty (60) days of said request, a waste reduction and recycling plan demonstrating how the school will recycle or reduce the amount of solid waste going to disposal facilities by 50% annually, by volume or weight. The contents of the plan must be in accordance with Section 3(c)(5)(C) of ER15-04AM.

There may be additional schools that are not part of the MCPS which may become operational in the future. Within thirty (30) days of becoming operational, any new public grade school, college, or trade school in the County must comply with Executive Regulation 15-04AM, the County's recycling regulation.

Within one year of becoming operational and receiving County funding, any new grade school, college or trade school will be requested by the County DEP, under the authority of Section 3(c)(5)(A)(2) of ER15-04AM, to prepare, within sixty (60) days of such request, a waste reduction and recycling plan demonstrating how the grade school, college, or trade school will recycle or reduce the amount of solid waste going to disposal facilities by 50% annually, by volume or weight.

Section 4. Monitoring And Assurance Of Continuous School Participation

This Section identifies the system to be followed for monitoring the program that identifies areas of improvement and ensures continuous school participation in the program. It includes steps to be taken if schools are not participating in the program and contingencies to assure against problems with contract collectors.

Section 4.1 Monitoring and Reporting

The County DEP is already assisting several of the schools listed in Table 1 to develop recycling programs, and as noted above, the Montgomery College is already subject to, and satisfying, all planning and reporting requirements of ER15-04AM.

In order to monitor the program to identify areas of improvement and ensure continuous school participation in the program, each of the Non-public Special Schools listed in Table 1 will be required, under the authority of ER15-04AM, to report annually to the County DEP. The scope of those annual reports will be in accordance with Section 3(c)(6)(C) of ER15-04AM. The reports must include, among other things:

- Total annual tonnages of waste generated and recycled,
- Name and phone number licensed collector responsible for collecting materials to be recycled, and
- Where those materials are taken to assure recycling.

Those Annual Reports will be reviewed, field verified and audited by the DEP through onsite evaluation.

Likewise, any additional non-public schools that become operational in the future will be required, under the authority of ER15-04M, to prepare a plan and to report annually to the County DEP as discussed in Section 3. This will aid the County DEP in monitoring the program and identify areas of improvement to ensure continuous school participation in the program. These Annual Reports will be reviewed, field verified and audited by the DEP through onsite evaluation.

Section 4.2 Enforcement

Montgomery County Executive Regulations 15-04AM and 18-08 may be enforced in accordance with Montgomery County Code 1994, amended, Section 48-49. DEP will exercise proactive enforcement of all provisions of Executive Regulation ER15-04AM applicable to the schools subject to this Plan. Similarly, with respect to waste collectors serving those schools, DEP will exercise proactive enforcement of ER18-04, which complements ER15-04AM to affect a ban on the disposal of recyclable materials.

Appendix A
Maryland Department of the Environment (MDE)
Recycling Unit

**Minimum Requirements for Environment – Recycling – Public School Plans
(House Bill 1290)**

The intent of § 9-1703(b)(10) is to require recycling in public schools. The specifics of a County's strategy for recycling in public schools should include answers to who, what, when, where, and how the strategy will be implemented. Included in the strategy, if necessary, falls the obligation to make appropriate delegations of these responsibilities within the County government structure. The Solid Waste Management Plan's Public School Plan should:

1. Provide a detailed description of the public school recycling program being developed, including what materials are to be recycled, how the materials will be collected, and how the materials will be marketed.
2. Define the roles and responsibilities of the stakeholders involved in the program development and the program.
3. Identify the public schools included in the program. The Office of the Attorney General has determined that all County public grade schools, colleges, and trade schools that receive county funding are covered by the law. In addition, schools that are operated and funded primarily by the State and that are generally recognized as "state schools" do not become subject to § 9-1703(b)(10) of the Environment Article, Annotated Code of Maryland by receiving some funding from county sources.
4. Provide a roll out schedule for the development and the program.
5. Identify a system for monitoring the program to identify areas of improvement and ensure continuous school participation in the program. Include contingency plans for contractor issues and steps to be taken if schools are not participating in the program.

Please note that § 9-1703(g) of the Environment Article, Annotated Code of Maryland requires that a county revise its recycling plan **by October 1, 2010**, to address the requirements of subsection (b)(10) of this Section. Also, §§ 9-503(c) and (d) of the Environment Article and Code of Maryland Regulations 26.03.03.05C require public hearing procedures for amendments to these county plans. There have been cases where amendments to the plans were invalidated because of a county's failure to go through the public hearing process. MDE can not require that Counties violate any State law or regulation, or County law, policy, or procedure when adopting plan revisions.

QUESTIONS: Call Tariq Masood at 410-537-3326 or Dave Mrgich at (410) 537-4142.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Montgomery County regulation on:

SOLID WASTE AND RECYCLING

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

REGULATION

Issued by: County Executive

Regulation No. 15-04AM

COMCOR 48.00.03, Solid Waste and Recycling, Chapter 48

Authority: Montgomery County Code, 1994, Sections: 48-6, 48-24 and 48-51

Supersedes: Regulation 109-92AM

Council Review: Method (1) under Code Section 2A-15

Register Vol. 21 No. 9

Effective Date: February 8, 2005

Sunset Date: None

Summary:

The proposed regulation describes the residential recycling requirements for single-family and multi-family dwellings (including reporting requirements for multi-family property owners), nonresidential recycling and reporting requirements, and recycling requirements for collectors of solid waste and recyclable materials.

Comment deadline: September 30, 2004

Effective date:

Address for comments:

Director, Department of Public Works and Transportation
Executive Office Building
Tenth Floor
101 Monroe Street
Rockville, Maryland 20850

Staff contact:

Eileen Kao, Recycling Coordinator
240-777-6400



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Background Information: Bill 109-92AM, Solid Waste – Recycling, was enacted on March 23, 1992, with an effective date of January 13, 1994. The County Comprehensive Solid Waste Management Plan for the years 1998 - 2007 was adopted by Council Resolution 13-418, adopted August 4, 1998, and was reconsidered, amended, and re-adopted by Council Resolution 13-1418 dated October 6, 1998, respectively. These regulations are to further update the provisions of Bill 109-92AM and implement the Solid Waste Management Plan.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Section 1. Definitions. Terms defined herein are for purposes of this Article only. The terms used are as defined in Chapter 48 of the Montgomery County Code and as defined in this section:

- (a) **"Acceptable"** means items which conform to prevailing and customary standards of existing recycling markets.
- (b) **"Business"** means any enterprise, individual, corporation, partnership (limited or general), sole proprietorship or other entity or person, including institutions, health care facilities, construction sites, the Federal Government and other government agencies, to the extent authorized by law.
- (c) **"Commingled materials"** mean acceptable items such as aluminum cans and foil products, bi-metal cans, glass bottles and jars, and plastic narrow neck bottles, which are not separated by type, but are mixed together in one container.
- (d) **"Department"** means Montgomery County Department of Public Works and Transportation.
- (e) **"Director"** means Director of the Montgomery County Department of Public Works and Transportation.
- (f) **"Disposal facility"** means the Montgomery County Transfer Station or any other location operated by the County where solid waste is taken for disposal.
- (g) **"Employee"** means any person working on-site 20 or more hours per week directly for the business or for an entity affiliated with the business; and any person working on-site for the business or an entity affiliated with the business as an agent or independent contractor for more than six months in any calendar year.
- (h) **"Generator"** means the owner or occupant of any dwelling unit where solid waste is generated, and the owner or occupant of any other business, entity or institution at, from, or by which solid waste is generated.
- (i) **"Market"** means any business that receives processed or unprocessed source separated or commingled recyclable solid waste and utilizes the material as a finished product or as a raw material for a manufacturing process.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

- (j) "Mixed paper" means acceptable paper items which are not separated by type, but are mingled and collected together. These items include white paper, colored paper, corrugated cardboard, boxboard, newspapers and inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and other clean, dry paper.
- (k) "Recyclables" means those materials in the solid waste stream which are collected, separated, processed and returned to the economic mainstream in the form of raw materials or product for reuse.
- (l) "Recycling" means any process by which materials are diverted from the solid waste stream and are collected, separated, processed and returned to the economic mainstream in the form of raw materials or product for reuse.
- (m) "Recycling plan" means a plan describing a program for source reduction and recycling.
- (n) "Scrap metal" means acceptable items consisting of metal and/or predominantly metal materials. These items include washers, dryers, refrigerators, air conditioners, dishwashers, sinks, stoves, freezers, furnaces, hot water heaters, trash compactors, iron furniture, doors, cabinets, humidifiers/dehumidifiers, bikes, swing sets, aluminum lawn chairs, shower stalls, and disassembled metal sheds.
- (o) "Solid waste stream" means solid waste as defined in Chapter 48-1 of the Montgomery County Code from the point of generation to disposal.
- (p) "Sorted" means a category of recyclable materials which are further separated into sub-categories or groupings in preparation for recycling. For example, generators may separate paper by grade or type.
- (q) "Source separation" means the process of separating recyclables from the solid waste stream at the point of generation and placing them into containers or arranging them in a manner specified by the County or by a valid collection contract for reuse or recycling.
- (r) "Unavailable" means non-existent.
- (s) "Unit" means housing unit.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

(t) "Waste reduction /source reduction" means reducing the amount of waste generated at the source or point of generation.

(u) "Yard trim" means leaves, grass, garden trimmings and brush.

Section 2. Waiver from these Regulations, subject to the requirements of 48-3(c) of the Montgomery County Code

(a) The Director may grant temporary or permanent waivers from participation in the recycling program to individuals who are physically impaired and who are not reasonably able to undertake the activities required by this regulation.

(b) The Director may also grant a temporary partial waiver for all generator categories for particular materials which would otherwise have to be recycled where markets for these materials are unavailable.

(c) Persons or entities for whom compliance with Section 3 subsection (b) and subsection (c) herein would be an unreasonable hardship may apply to the Director for a temporary or permanent waiver in a manner prescribed by the Director.

(d) For entities subject to recycling plan or report requirements, a request for a waiver must be submitted with the recycling plan and/or annual report. If the plan/report has already been filed, the request must accompany an amended plan/report. If the request for a waiver is denied, the plan and/or annual report must be resubmitted within 30 days from the date of denial, to include the materials for which a waiver was sought unless a plan and/or annual report on file already addresses those materials. Those persons or entities requesting a waiver must specify the materials requested to be waived from recycling requirements, the duration of the requested waiver, reason(s) for the request at the time they submit it, and include any documentation necessary to justify a waiver.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

- (1) The Director must consider the following criteria in granting a waiver:
 - (A) The unavailability of markets for the material identified;
 - (B) Extreme financial hardship due to significant disparity between the costs of recycling an identified material and the costs of disposal of that material; or
 - (C) The unavailability of an on-site or proximate off-site location to prepare and store materials for recycling.

Section 3. Solid Waste Reduction and Recycling Program

- (a) **Single-family residential recycling program, including dwellings having 6 or fewer dwelling units.**
 - (1) Recycling services areas.
 - (A) The entire County is a recycling service area for the collection of mixed paper; commingled materials; yard trim; Christmas trees; and scrap metals.
 - (B) Recycling service sub areas are designated on a map maintained by the Department and available upon request. All residents provided County recycling service must recycle in accordance with these regulations, Chapter 48 of the Montgomery County Code (1994), as amended, and the schedule for their recycling service sub area maintained and publicized by the Division of Solid Waste Services.
 - (2) Preparation of material for recycling collection.
 - (A) Mixed paper. Mixed paper must be separated from other solid waste and placed in wheeled carts provided by the County, in paper bags, in small cardboard boxes or tied with string strong enough to support the weight of the bundle and prevent dispersion. The total weight of each bag, box or bundle must not exceed 45 gallons in volume and 60 pounds in weight. A County supplied wheeled cart does not have a weight limit and can have up to a 100 gallon capacity. Mixed paper contaminated by garbage or other putrescible material must not be included for recycling.



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- (B) Commingled materials. All commingled materials must be separated from other solid waste and placed in a County approved container. Lids, tops, and any loose food or liquid must be removed.
- (C) Yard trim. Grass and leaves must be placed in containers or large paper bags labeled "yard trim". Containers or bags must not exceed 45 gallons in volume and 60 pounds by weight. Brush must not exceed 4 inches in diameter and 6 feet in length, and must be placed in labeled containers or paper bags or tied in bundles no greater than 36 inches in diameter. Plastic bags must not be used to contain any yard trim or Christmas trees. Christmas trees must have all ornaments and metal objects removed.
- (3) Collection requirements.
- (A) Location. Materials to be recycled must be placed within 10 feet of the publicly maintained right-of-way closest to the dwelling. Materials must not be placed in a manner that interferes with parking or vehicular and pedestrian traffic.
- (B) Alternate location. Residents for whom placement in accordance with paragraph (A) would be a hardship may apply to the Director for permission to use an alternate location. The Director may set a time limit on any permission granted. Any recycling container used at an approved alternate location must be identified, as provided by the Director, and must be visible from the publicly maintained right-of-way.
- (C) Time limit. Materials prepared for recycling must be set out for collection no earlier than 5:00 p.m. before the designated day of collection, and no later than 7:00 a.m. on the designated day of collection. Recycling containers must be removed from the collection location no later than 5:00 p.m. the day after that designated for collection.
- (D) Litter. Owners and occupants are responsible for keeping the area around recycling containers litter free.



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(b) **Multi-family residential recycling program - Buildings with 7 or more dwelling units.**

- (1) Applicability. This section is applicable to all generators, property owners, property managers, whether individuals or entities, and common ownership associations, including boards of condominium associations and cooperative housing projects (as those terms are defined in state law) of multi-family dwelling units that have 7 or more units ("multi-family entities"). This section is not applicable to facilities receiving collection as described in (a) or to businesses covered under (c).
- (2) Multi-family entities and residents must recycle. Materials which are required to be recycled are: mixed paper; commingled materials; yard trim; Christmas trees; and scrap metal items. Persons or entities covered by this section are encouraged to recycle any other materials for which there is a viable market.
- (3) Plan and report requirements.
 - (A) Designation of responsible agent. Multi-family entities subject to this section must designate an agent responsible for carrying out the plan and report requirements of this section. In the case of multi-family dwelling units covered by a common ownership association, the association representative, as listed in the Office of Common Ownership Properties, is responsible. In the case of leased units or facilities, the property owner or representative, as listed with the Montgomery County Office of Landlord and Tenant Affairs or as confirmed through other sources, is responsible.
 - (B) Waste reduction and recycling plan.
 1. Who must submit. Multi-family dwellings having 101 or more units must submit a waste reduction and recycling plan demonstrating how the entity will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, for each facility. Multi-family dwellings having 100 or fewer units must submit a waste reduction and recycling



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plan demonstrating how the entity will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, within 60 days from receipt of a written request for a plan from the Department.

2. Contents of plan. The plan must be submitted on forms provided by the Department and must include, at a minimum, description of facility by type; name, address, and telephone number of contact person responsible for on-site recycling program; list of materials to be recycled; name and address of person/collection company providing recycling collection service; sites where materials are delivered; and description of waste reduction activities.

(C) Annual report on waste reduction and recycling activities.

1. Who must submit. All multi-family entities having 101 or more units must prepare and submit to the Department, on or before February 1 of each year, an annual waste reduction and recycling report for each facility covering the previous calendar year. Multi-family entities having 100 or fewer units must prepare and begin submission of initial annual waste reduction and recycling reports within 60 days from receipt of a written request for reports from the Department. From that time forward, each year, all of these entities must prepare and submit to the Department on or before February 1 annual waste reduction and recycling reports covering the previous calendar year.
2. Contents of report. The annual report must be submitted on a form provided by the Department and must include tonnages of materials collected for recycling and for solid waste disposal, and any changes from the approved recycling plan required under Section 3(b)(3)B(2) of this regulation. If recyclable materials are self-hauled to a recycling facility, the multi-family entity must obtain scale house tickets and provide these as documentation of quantity recycled for reporting requirements. Only in the event that scale house tickets are not obtainable, may receipts and/or



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other proof of quantity recycled be substituted. The annual report must also include a description of the multi-family entity's efforts to educate tenants, residents and/or employees about its recycling program.

3. Review Process. Annual reports will be reviewed, field verified and audited by the Department through on-site evaluation.
- (4) Certification. All reports and plans must be signed by a person authorized to bind the multi-family entity, and must certify that the information is correct to the best of his or her knowledge. Examples of authorized persons include the property owner or responsible agent.
- (5) Verification of information. Multi-family entities must maintain, and make available, upon request, to the Department for inspection and copying during normal business hours, any contracts and invoices for collection and disposition of materials to be recycled for a period covering the most recent five (5) years. Contract prices and other such financial information may be deleted from the materials provided.
- (6) Containers. Containers for all required recyclable materials in adequate sizes and quantities must be placed in each location where trash containers are located, and must be clearly labeled to indicate the appropriate material(s) to be placed inside for recycling. All containers must be located within reasonable and convenient proximity to all dwelling units, and to any offices, clubhouses, recreation facilities, and other uses on-site. In addition, wherever vending machines dispensing products in recyclable packaging are located, recycling containers for those materials must be located in close and convenient proximity.
- (7) Property Owner of Multi-family Properties. Property owners of multi-family entities must make recycling collection service and storage space for recyclable solid waste available to tenants in compliance with these regulations and Section 48-24 of the Montgomery County Code.



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(8) Collectors Servicing Multi-Family Entities.

(A) Collectors must collect and deliver to a recycling facility materials that have been source separated from the solid waste stream, unless the recyclable materials are not acceptable. If a collector determines that the recyclable materials are not acceptable then the collector must inform the generator or responsible agent in writing using a form designated by the County, keep a copy on file, and send a copy to the Department. The collector must indicate the name of the property, name of the responsible agent notified, date, time, address, the nature of the problem and suggested remedy and specify a collector contact name and phone number for additional information.

(B) Collectors must provide a copy of their current Montgomery County Collector's License to each customer at least once annually, and must keep a copy of such notice and the date provided to its customer in their business records. If a copy has not yet been provided and a customer requests one, the collector must provide the customer with a copy of its license within 3 business days.

(9) Contract Services.

(A) A multi-family entity, when contracting for collection service of recyclable materials must use a currently licensed collection company that has a license to collect and transport recyclable solid waste in the County ("Licensed Collector").

(B) A multi-family entity contracting for collection services with a Licensed Collector must maintain for inspection a copy of the Licensed Collector's license. A property manager or responsible agent must produce a copy of the license upon request by the Department within 3 business days.



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(c) **Commercial recycling and waste reduction program –
Generators/Businesses.**

- (1) Business Size. For the purposes of this subsection (c), businesses are classified into the following size categories:
Large businesses. All businesses with 250 or more employees.
Medium-sized businesses. All businesses with 100-249 employees.
Small businesses. Businesses with fewer than 100 employees.
- (2) Applicability. This section applies to all generators and businesses, which must recycle the materials described in Section 3(c)(3) herein. All businesses in Montgomery County must comply with these recycling regulations within 30 days of operating within the County.
- (3) Businesses and employees must recycle. Materials required to be recycled by businesses are: mixed paper or sorted paper; commingled materials (which may be sorted); yard trim; Christmas trees; and scrap metal items. Businesses are encouraged to recycle any other materials for which there is a viable market.
- (4) Verification of information. Businesses must maintain, and make available, upon request, to the Department for inspection and copying during normal business hours, any contracts and invoices for collection and disposition of materials to be recycled for a period covering the most recent five (5) years. Contract prices and other such financial information may be deleted from the materials provided.
- (5) Requirement for a waste reduction and recycling plan.
 - (A) Applicability.
 1. Large and medium-sized businesses. All large and medium-sized businesses must prepare a waste reduction and recycling plan demonstrating how the business will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight.



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2. Small businesses. Small businesses must prepare a waste reduction and recycling plan demonstrating how the business will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, within 60 days from receipt of a written request for a plan from the Department.
 3. Property owner of multi-tenant facilities. Owners of multi-tenant facilities must file a waste reduction and recycling plan covering facilities in their entirety, and including information for all tenants, demonstrating how the businesses will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight.
 4. Multiple Business Locations. Each business required to submit a plan and/or report for multiple locations in the County may submit a single plan and/or report to cover multiple locations, or may submit an individual plan and/or report for each separate location demonstrating how the business will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, in compliance with these regulations. Any plan and/or report covering multiple locations must list each property address subject to it, and each location covered by the plan and/or report must maintain a copy of the plan and/or report on the premise.
- (B) Plan updates. A business must update its plan if there are changes to the waste reduction and recycling activities of the business or if required as a result of revisions to these regulations.



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- (C) Contents of plan. The waste reduction and recycling plan must be on forms provided by the Department and must include the following:
1. A description of the business, including;
 - a. Name and address of the property owner and the reporting business.
 - b. Names of all entities affiliated with the business, including any parent and subsidiary business.
 - c. Number of full-time and part-time employees.
 - d. Number of square feet occupied by the business.
 - e. The activities conducted by the business.
 2. A description of the business' current solid waste generation, including:
 - a. Estimated tonnage of all solid waste produced.
 - b. Identification of recyclable solid waste defined in subsection (c)(3) above.
 3. A description of the business' waste reduction and recycling methods.
 4. Name(s) of the person(s) responsible for coordinating recycling and waste reduction activities, preparing the annual report, and for responding to the Department on actions concerning implementation and enforcement of these regulations.



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5. Name and phone number of the licensed collector responsible for collecting the materials to be recycled and sites where materials are delivered.
- (6) Requirement for an annual report on waste reduction and recycling activities.
- (A) Applicability.
1. Large businesses. Each year all large-sized businesses must prepare and submit to the Department on or before February 1 annual waste reduction and recycling reports covering the previous calendar year.
 2. Medium-sized businesses. Each year, all medium-sized businesses must prepare and submit to the Department on or before March 1 annual waste reduction and recycling reports covering the previous calendar year.
 3. Small businesses. Small-sized businesses must prepare and begin submission of initial annual waste reduction and recycling reports within 60 days from receipt of a written request for reports from the Department. From that time forward, each year, all of these small businesses must prepare and submit to the Department on or before March 1 annual waste reduction and recycling reports covering the previous calendar year.
 4. Property owner of multi-tenant facilities. Owners of multi-tenant facilities must file annual waste reduction and recycling reports covering facilities in their entirety, and including information for all tenants. Each year, owners must prepare and submit to the Department on or before March 1 annual waste reduction and recycling reports covering the previous calendar year.



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- (B) Review Process. Annual reports will be reviewed, field verified and audited by the Department through on-site evaluation.
- (C) Contents of the report. The annual report must include the following information on waste reduction and recycling activities conducted between January 1 and December 31 of the previous calendar year:
1. Any change in the description of the business as submitted in the waste reduction and recycling plan or most recent annual report, including:
 - a. The purpose of, and activities conducted by, the business.
 - b. The number of full-time and part-time employees associated with the business.
 - c. The number of square feet occupied by the business.
 2. Identification of the total annual tonnage of solid waste generated and the annual tonnage of each type of material being reduced or recycled.
 3. Name and phone number of the licensed collector responsible for collecting the materials to be recycled and sites where materials are delivered.
 4. If recyclable materials are self-hauled to a recycling facility, the business must obtain scale house tickets and provide these as documentation of quantity recycled for reporting requirements. Only in the event that scale house tickets are not obtainable, may receipts and/or other proof of quantity recycled be substituted.
 5. A description of the progress in waste reduction and reuse efforts undertaken by the business.



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6. A description of the property management's or business' efforts to educate tenants and/or employees about its recycling program.

(D) Certification. All reports and plans must be signed by a person authorized to bind the business, and must certify that the information is correct to the best of his/her knowledge. Examples of authorized persons include a corporate officer (President, Vice-President, Chief Administrative Officer, Chief Operating Officer or their designee) or owner of the business.

(7) Containers. The owner or operator of each business must place containers for all required recyclable materials in adequate sizes and quantities in each location where trash containers are located, and must clearly label each container to indicate the appropriate material(s) to be placed inside for recycling. All containers must be located within reasonable and convenient proximity to all buildings and other uses on-site. In addition, any business that sells or provides food or beverages in recyclable containers for on-site consumption must provide an adequate size and number of recycling containers for use by consumers, and wherever vending machines dispensing products in recyclable packaging are located, recycling containers for those materials must be located in close and convenient proximity.

(8) Property owner of commercial properties. Property owners must make recycling collection service and storage space for recyclable solid waste available to tenants in compliance with these regulations and Section 48-24 of the Montgomery County Code.

(9) Collectors servicing commercial properties.

(A) Collectors must collect and deliver to a recycling facility materials that have been source separated from the solid waste stream, unless the recyclable materials are not acceptable. If a collector determines that the recyclable materials are not acceptable then the collector must inform the generator or responsible agent in writing using a form designated by the County, keep a copy on file, and send a copy to the Department. The collector must indicate the name of the business, name of the responsible agent notified, date, time, address, the nature of the problem and suggested remedy and specify a collector contact name and phone number for additional information.



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(B) Collectors must provide a copy of its current Montgomery County Collector's License to each customer at least once annually, and must keep a copy of such notice and the date provided in their business records. If a copy has not yet been provided, and a customer requests one the collector must provide the customer with a copy of its license within 3 business days.

(10) Contract Services. Businesses that contract for recycling collection service are required to use a County-licensed collection company.

(A) A business, regardless of employee size or type, when contracting for collection service of recyclable materials must use a collection company that has a license to collect and transport recyclable solid waste in the County ("Licensed Collector").

(B) A business contracting for collection services with a Licensed Collector must maintain for inspection a copy of the Licensed Collector's license. A property manager or responsible agent must produce a copy of the license upon request by the Department within 3 business days.

Section 4. Administration

(a) Responsibilities of the Department.

(1) Forms. The Department must provide any forms, as appropriate, that assist multi-family dwellings with 7 or more units and businesses in meeting the requirements of these regulations.

(2) Confidentiality. Subject to applicable law, the Department must maintain the confidentiality of any information required to be provided in these regulations that identifies markets or customers. The Department must not, unless required by law to do so, disclose this information to third parties other than in nonspecific summary form in general recycling and solid waste analyses. This requirement does not prohibit the Department from using this information in preparing a summary analysis of waste reduction and recycling activities in the County.



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Subject Collection, Transport and Disposition of Solid Waste	Number 18-04
Originating Department: DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Montgomery County Regulation on:

COLLECTION, TRANSPORT AND DISPOSAL OF SOLID WASTE
OFFICE OF THE COUNTY EXECUTIVE

Issued by: County Executive
Regulation No. 18-04

Authority: Montgomery County Code, 1994, Chapter 48, specifically Section 48-51
Supersedes: N.A.

Council Review: Method (1) under Code Section 2A-15
Register Vol. __, No. __

Effective Date: February 8, 2005
Comment Deadline: October 31, 2004

Summary: This regulation establishes certain requirements pertaining to the collection, transport and disposition of solid waste and recyclable materials.

Address for comments: Department of Public Works and Transportation
Executive Office Building
101 Monroe Street, Tenth Floor
Rockville, MD 20850

Staff Contact: William F. Davidson
240-777-6409



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Subject Collection, Transportation, and Disposition of Solid Waste	Number 18-04
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Background Information:

Council Resolution 15- 608, adopted May 19, 2004, called for the implementation of a ban on the disposal of mixed paper and old corrugated cardboard, preceded by a six month planning period and a twelve month technical assistance and monitoring period through an amendment to the Ten-Year Plan and requested that the County Executive propose revisions to existing recycling regulations. Proposed Executive Regulation 15-04, noticed in the Register on September 1, 2004, achieves these objectives by amending Executive Regulation 109-92-AM as requested. That proposed regulation expands the list of materials required to be recycled and applies it to all sectors (single family, multifamily, and commercial); it also improves existing recycling plan and reporting requirements. This companion regulation complements ER 15-04 by clearly establishing roles and responsibilities for licensed Haulers and Collectors and all other persons using County acceptance facilities for the disposal of solid waste. It also provides the first step toward implementing the actions outlined in the draft Ten-Year Plan currently before the Council for review. Consistent with the Ten-year Plan and the Council Resolution, many of these provisions will not become effective for at least one year from passage in order to provide time for significant preparation, education and outreach efforts as recommended.



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Section 1. Definitions. The terms used are as defined in Chapter 48 of the Montgomery County Code, and as may be amended, and as defined in this section:

- (a) "Acceptable for Disposal" means solid waste excluding recyclables which is otherwise appropriate for handling at a solid waste acceptance facility.
- (b) "Recyclables" means materials of the type required to be recycled pursuant to any regulation issued under Chapter 48.
- (c) "Disposal Facility" means the Montgomery County Transfer Station or any location operated by the County which accepts solid waste for disposal.
- (d) "Recycling Facility" means a facility which is able to accept and process recyclable materials in accordance with customary standards and applicable law.
- (e) "Registration" means, for the purposes of this regulation, a permit issued for a vehicle authorized to transport or collect solid waste.

Section 2. Collection

- (a) Collectors must separately collect waste set out for disposal from materials set out in separate containers for recycling collection. If the same vehicle is used to collect both types of waste (e.g. split body) then the separation must be maintained during collection, transportation and off-loading at respective Disposal and Recycling Facilities.
- (b) Any Collector who observes, or reasonably should have observed, recyclables in solid waste that have been set out for disposal must, notify the customer responsible by mailing notice of the problem to the customer on the same or following business day and on the same day mail a copy of the customer notice to the Department. In lieu of mailing copies to the Department, collectors having credit accounts with the Department may file electronic reports using their billing account on the Department's web site in a format specified by the Department for that purpose, but only if the collector transmits the electronic notice no later than the next business day following the date of the incident and provided that the collector retains paper copies of electronic notices for inspection by the County for at least three years at the collector's place of business. Each such notice under this paragraph, whether written or electronically transmitted, must be in a format designed by the Department, indicate the service location, name of the responsible agent notified, date of the offending observation, specific type of recyclables observed, suggested remedy, and a collector contact name and phone number for additional information.



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- (c) Collectors must not collect recyclables observed, or which should reasonably have been observed, to be mixed in with trash set out for disposal without posting the notices as described above.

Section 3. Disposal of Recyclables

- (a) Haulers, collectors and other persons must deliver solid waste acceptable for disposal only to disposal facilities.
- (b) Haulers, collectors and other persons must not deliver solid waste acceptable for disposal to any recycling facility.
- (c) Haulers, collectors and other persons must deliver recyclables acceptable for recycling only to recycling facilities.
- (d) No hauler, collector or other person, may deliver for disposal to any solid waste acceptance facility any solid waste that is acceptable for recycling.

Section 4. Recyclable Waste Banned from Disposal at County Solid Waste Acceptance Facility

- (a) All loads brought to a County acceptance facility may be subject to inspection.
- (b) Collectors who deliver for disposal recyclables mixed in with a load of material otherwise acceptable for disposal, must, immediately upon request, identify to the transfer station attendant the name(s) and corresponding service location(s) it will be sending notices to under paragraph 2(b), above related to the subject load.
- (c) At any time during its collection or off-loading activities, upon the request of the Director, collectors must immediately provide an accurate and legible list of all customer locations from which waste was collected for the load carried at the time of the request.
- (d) In addition to any other requirements herein, haulers and collectors delivering solid waste for disposal to the County Transfer Station in open-top roll off boxes, must accurately declare to the scale house attendant if the load originated from a construction, demolition, renovation or land clearing project site. The method of declaration shall be as specified by the Department.



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Section 5. Confidentiality

- (a) Except as may be necessary to investigate and bring enforcement actions against the collector and its customers, the Department shall make reasonable efforts to preserve the confidentiality of customer lists and other information of a proprietary nature received from a collector provided herein if requested by the collector in order to prevent the disclosure of proprietary information to disinterested third parties.
- (b) Nothing herein shall prohibit the Department from using any information obtained from the operation of this regulation in preparing a summary analysis or for the purposes of assisting the County in identifying potential sources of recyclables delivered in loads of solid waste otherwise acceptable for disposal.

Section 6. Enforcement and Effective Dates

- (a) These regulations shall take effect immediately upon adoption except that no fines may be assessed for violations of Sections 2(b), 2(c), 3(c), 3(d), 4(b) and 4(c) for a period of one year from the date this regulation takes effect. Fines may be assessed for all other provisions of this regulation immediately upon adoption.
- (b) In addition to any other relief under the Code or these regulations that may be available, compliance with these regulations is a condition of registration issued under Section 48-20 of the County Code. Violations of these regulations may, in the Director's discretion, provide a basis for revocation, suspension or non-renewal of registration.
- (c) These regulations may be enforced in accordance with Montgomery County Code 1994, as amended, Section 48-49.

Section 7. Construction

This regulation must be construed liberally to permit the Department to effectuate the purposes of Chapter 48 of the Montgomery County Code (1994), as amended, the policies of the County's Comprehensive Solid Waste Management Plan, and Council Resolution 15-608.

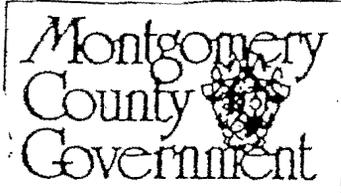
APPROVED AS TO FORM AND LEGALITY.

OFFICE OF COUNTY ATTORNEY

BY [Signature]
DATE 9/17/04

[Signature]

Douglas M. Duncan
County Executive



Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject	HAULER AND COLLECTOR REPORTING	Number	58-92AM
Originating Department	DEPARTMENT OF ENVIRONMENTAL PROTECTION	Effective Date	June 17, 1993

Montgomery County regulation on:

SOLID WASTE AND RECYCLING
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Issued by: County Executive
Regulation No. ____
COMCOR, Title ____, Chapter ____

Authority: Montgomery County Code, 1984, Section: 48-5,
48-6, 48-19, 48-24, 48-25, and 2A-14

Supersedes: No prior regulation

Council Review: Method (2) under Code Section 2A-15
Register Vol.9, No.8

Effective Date: June 17, 1993

Sunset Date: None

Summary:

The proposed regulation describes the licensing procedures for collecting and hauling solid waste for recycling and disposal and describes recycling and disposal of solid waste reporting requirements for haulers.

Comment deadline:

Address for comments: Director, Department of Environmental Protection
Executive Office Building
Sixth Floor
101 Monroe Street
Rockville, Maryland 20850

Staff contact: Elizabeth Feinberg
Montgomery County Department of Environmental
Protection
217-2380

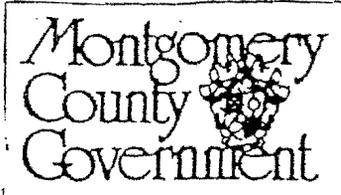


Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject	HAULER AND COLLECTOR REPORTING	Number	58-92AM
Originating Department	DEPARTMENT OF ENVIRONMENTAL PROTECTION	Effective Date	June 17, 1993

Background Information: The County requires detailed data on the types of tonnages of material collected for recycling from within the County to effectively track residential and nonresidential recycling rates. This data is critical for sectors in which private, non-contractor haulers and collectors provide private collection services. The County requires data on the total amount of solid waste collected by private haulers and collectors, including the amount of solid waste disposed outside the County, to better estimate total solid waste generation. This data is essential to meet state mandates and to demonstrate progress toward meeting the County's mandated recycling goals and to effectively plan and implement a system that meets the County's long-term solid waste management needs. It will help the County address solid waste disposal and recycling infrastructure deficiencies, direct future policies, and operate programs.



Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject	HAULER AND COLLECTOR REPORTING	Number	58-92AM
Originating Department	DEPARTMENT OF ENVIRONMENTAL PROTECTION	Effective Date	June 17, 1993

EXECUTIVE REGULATIONS FOR SOLID WASTE AND RECYCLING

Section 1. Definitions. The terms used are as defined in Chapter 48 of the Montgomery County Code and as defined in this section:

- (a) "License" means a license issued under Montgomery County Code 1984, as amended, Section 48-19, or any succeeding provision providing for the collection and transportation of solid waste, including recyclable solid waste.
- (b) "Licensee" means any hauler or collector of solid waste or recyclable solid waste which holds a valid license issued under Section 48-19 or any successor provision of the Montgomery County Code 1984, as amended.
- (c) "Recycling" means a process of diverting solid waste from a disposal facility and converting it into new, usable finished product or using it as a raw material in a manufacturing process.

Section 2. Haulers and collectors reporting requirements.

- (a) General. Each licensee must submit semi-annual reports to the Department, on forms provided by the Department, describing the amount and type of solid waste collected and/or transported. Licensees must maintain documentation supporting all submitted information for five years.
- (b) Reports. Reports must be on forms provided by the Department and must contain the following information for the previous semi-annual reporting period:
 - (1) The license number and the licensee's name;
 - (2) The amount and type of solid waste collected for recycling and disposal by type of solid waste and type of generator (residential and non-residential);

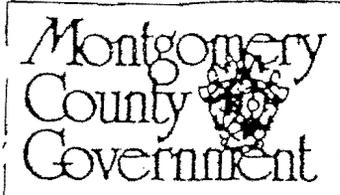


Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject	HAULER AND COLLECTOR REPORTING	Number	58-92AM
Originating Department	DEPARTMENT OF ENVIRONMENTAL PROTECTION	Effective Date	June 17, 1993

- (3) Permit number of all Montgomery County registered solid waste collection vehicles dedicated to handling solid waste for recycling and disposal during the report period;
- (4) Geographic location of the facilities at which the licensee delivered solid waste for recycling or disposal during the reporting period and a statement of the type and quantity of solid waste delivered to each facility.
- (5) A signed acknowledgment that, to the best of the licensee's information, knowledge and belief, the information provided in the report is correct.
- (c) Report schedule. Licensees must submit semi-annual reports to the Department as follows:
- | Reporting Period | Report Due Date |
|----------------------|-----------------|
| January 1 - June 30 | August 1 |
| July 1 - December 31 | February 1 |
- The first semi-annual report is due August 1, 1993, for the January 1 - June 30, 1993, reporting period.
- (d) Forms. The Department must provide the report forms. The licensee must contact the Department to obtain the forms.
- (e) Verification of information.
- (1) Upon written request from the Department, the licensee must, within 30 days, provide to the Department, or an agent of the County, copies of all documentation supporting the reports required by this regulation or provide access to the Department or its representatives to examine all records supporting the information collected and reported in Section 2 or otherwise required to be maintained by Chapter 48, including the name, address and telephone number of all facilities receiving collected/hailed solid waste for disposal and/or recycling and quantities deposited at each facility.



Executive Regulation

Office of the County Executive
Montgomery County, Maryland

Subject	HAULER AND COLLECTOR REPORTING	Number	58-92AM
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Section 3. Enforcement.

Noncompliance with this reporting requirement constitutes a violation of Montgomery County Code 1984, as amended, Section 48-19 and may be cause for the County denying or suspending a license. Noncompliance may also result in enforcement actions pursuant to Montgomery County Code 1984, as amended, Sections 1-18 to 1-20.

Section 4.

If a court of competent jurisdiction holds that part of this regulation is invalid, the invalidity does not affect other parts of the regulation.

A handwritten signature in cursive script that reads "Neal Potter".

Neal Potter
County Executive

01611.DRK:rpc
92.02837

APPROVED AS TO FORM AND LEGALITY.

OFFICE OF COUNTY ATTORNEY

BY _____

DATE _____

**MONTGOMERY COUNTY PUBLIC SCHOOLS
RECYCLING ACTION PLAN**

June 2010



The Montgomery County Public Schools recycling program is managed through the School Energy and Recycling Team (SERT) office within the Department of Facilities Management.

Montgomery County Public Schools
School Energy and Recycling Team
2096 Gaither Road
Rockville, Maryland 20850
Hillary Kirchman, SERT Program Manager
Richard Benjamin, Recycling Manager

**MONTGOMERY COUNTY PUBLIC SCHOOLS
RECYCLING ACTION PLAN**

June 17, 2010

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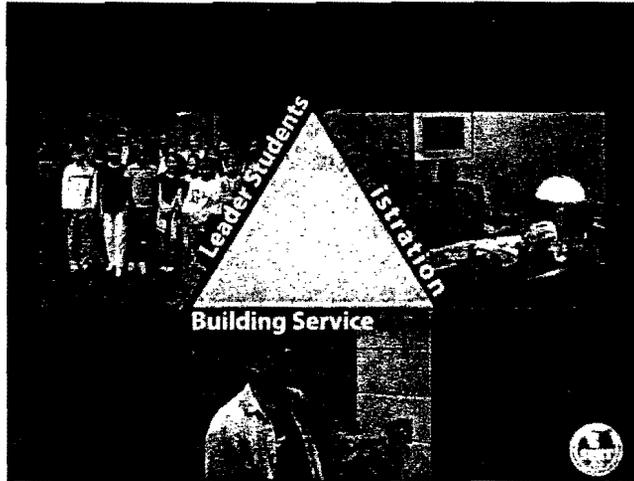
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School Energy & Recycling Team (SERT) Magic Triangle: Successful SERT programs have three equally important elements— supportive administration and teachers, dedicated building service staff, and an active SERT leader and committed students.

Introduction

The Montgomery County Public Schools (MCPS) Recycling Plan was created by the School Energy and Recycling Team (SERT) program staff to increase the support in infrastructure, enhance recycling resources, and initiate an incentive program to achieve an annual targeted recycling goal of 40 percent. Our Recycling Plan sets forth the goals, strategies, actions, and resources developed by MCPS to significantly improve recycling rates. A five-year plan is included, along with a strategic plan that supports recycling.

Section 1 describes the background and purpose of the MCPS recycling program and this plan.

Section 2 presents the various strategies that MCPS has employed in developing this plan. Significant organizational and operational supports are dedicated to managing the recycling program.

Section 3 presents the timelines and schedules that are used to manage an efficient recycling schedule. Considerations: teachers return to school, holidays, extended breaks, snow days, summer schedules, new facilities, etc.

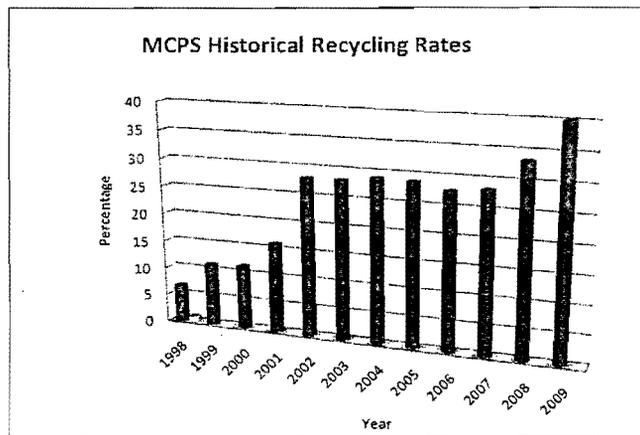
Section 4 provides a description of a sampling of the resources developed, including an interactive website, to support the recycling program with various audiences in mind.

Section 5 provides MCPS and Montgomery County's recycling regulation and provides a list of vendors and materials recycled.

Section 1 – Background

Montgomery County Executive Regulation 15-04AM requires that MCPS recycle all paper, cardboard, commingled materials (bottles and cans), yard trim, and scrap metal. MCPS has recycled these items since 1998 increasing from 7 percent in 1998 to 40 percent in 2009 (see Figure 2).

Figure 2. MCPS Recycling Rate (1998–2009)



MCPS conducted a waste composition study during the school year 2005—2006. This study found that the school system had not reached its maximum level of recycling and was recycling less than 60 percent of the paper and only 32 percent of the bottles and cans. The study recommended revitalizing recycling efforts and, in particular, targeting improvement in adult behaviors. In response to these results and a subsequent study, the SERT office was asked to help promote the program. After a significant increase in rates, the management of the program in its entirety was reorganized and moved from the Division of Maintenance to the SERT office in the Department of Facilities Management.

The MCPS Recycling Action Plan (See Appendix A) has been developed and improved annually to increase recycling performance by streamlining processes, analyzing data, identifying trends, developing strategies for success, increasing site inspections, providing excellent on-site support and customer service, and improving recycling to 40 percent. SERT believes that by providing timely and responsive customer service, celebrating the accomplishments of recycling teams, and delivering accurate data and infrastructure to the schools will result in increased awareness and recycling rates. Developing strategies and goals that are consistent with customer needs and abilities are necessary for MCPS to achieve its maximum recycling potential. Providing monthly data that demonstrates systemwide recycling performance increases awareness and provides opportunity for improvement (See Appendix B).

Section 2 – Strategies, Actions, Roles & Responsibilities



Recycling promotion, management, and day-to-day operations are the responsibility of the SERT program, which reports to the Department of Facilities Management. The SERT program staff review process management annually and coordinate an annual timeline outlining opportunities, tasks, and duties to effectively manage recycling efforts and promote success.

Defining SERT recycling roles and responsibilities: The SERT program provides positive reinforcement through recognition, training, and rewards to encourage systemwide conservation, including recycling. SERT's innovative and entrepreneurial spirit helps this program to continuously evolve to support a culture of recycling in MCPS while informing school communities, students, and staff of their responsibilities. Through communication, respect, and recognition, SERT is able to engage teams at each school to adopt a culture of conservation and awareness of their behavior and its impact in the recycling program. To maintain a positive tone, SERT identifies the connections between human behavior and the health of the environment. SERT consistently reinforces the “lead by example” philosophy, which encourages adults to model behavior for the students.

SERT staff consists of a program manager, three SERT facilitators, a communications specialist, an information specialist, a recycling manager, and a recycling technician who provide resources, training, support, recycling data, and activities to all schools in an effort to increase recycling rates (See Appendix C). SERT staff is responsible for promoting, establishing, and engaging “SERT's Magic Triangle” at each school. The Magic Triangle consists of: supportive administration and teachers, a SERT leader with a group of committed students, and dedicated building service team members at each school, who actively promote, support, and engage in responsible recycling. SERT implements the following practices:



- Empowering the in-school SERT team with information, expectations, resources, and physical infrastructure to engage and sustain a successful recycling program.
- Developing a connection between the energy conservation awards and recycling performance.
- Providing “Recycling Plus” visits to schools with Montgomery County Department of Environmental Protection, Division of Solid Waste Services (MCDEP-DSWS) grades of D or lower in recycling, thereby providing schools with support and an opportunity to succeed through improving their in-school program and inspiring behavior consistent with meeting their goals.
- Developing a responsive Recycling Rewards Program that promotes equity and eligibility for monetary awards and recognition at all schools.
- Preparing and delivering formal SERT training for building services staff and basic skills at the annual in-service training day.
- Including recycling in the energy conservation trainings geared toward in-school SERT members (administrators, teachers, and building service workers).

- Incorporating recycling into activity packets for students and staff and energy conservation resources, including SERT Shutdown forms; SERT Handbook; SERT news; and SERT Web site.
- Promoting recycling and encouraging adults to modify behavior through leading by example.

Information Campaign: Increasing awareness through multimedia efforts, including MCPS cable channel 34, the MCPS website, official staff newsletters, e-mails, administrator meetings, presentations, and providing information to the Board of Education, among others. The information campaigns are managed by the SERT program manager, information specialist, and communications specialist. Specific duties are assigned and managed through the SERT Implementation Plan, which is a timeline with duties and responsibilities for all staff members.

The recycling program has broadened its presence and role by focusing on a comprehensive information campaign using the existing resources of MCPS through features on MCPS Instructional Television, cable channel 34; website promotions with stories on the MCPS home page; *The Bulletin* newsletter articles promoting and supporting recycling; in-school contest development to include recycling initiatives; new centralized e-mail (recycling@mcpsmd.org), new SERT Info drop box for school-to-school online conferencing; participating in local community recycling groups; and holding meetings with principals to provide them with recycling resources and inspire active recycling. The SERT program staff monitors group mailboxes and conferences to lend support and collect new strategies from our customers to further improve the recycling program. The SERT program manager writes articles for the MCPS newsletters—*The Bulletin* and *QuickNotes*—to promote recycling.

Identifying stakeholders in the recycling program and communicating roles and responsibilities effectively is managed through a communication plan that is coordinated by the SERT communications specialist. A basic timeline is set for mass communication to schools and dates are tracked to ensure that communication is timely and relevant to seasonal needs of the recycling program (See Appendix D).

- Day-to-day recycling management and operations are the responsibility of the recycling manager.
- Strict adherence to the pick-up schedule received from the hauler at the beginning of each academic year is imperative for seamless recycling operations (See Appendix E).
- The recycling manager is available via telephone, e-mail, and cell phone to deliver the utmost customer service to the schools.
- Additional pick-ups are called in and scheduled within 24 hours of the initial call.
- The recyclables hauling contractor must make repairs to recycling collection infrastructure within five business days of initial report.

These timelines and expectations are clearly stated in the request for proposal (RFP) that is published by the MCPS Department of Procurement when soliciting bids.

A comprehensive website that outlines the responsibilities and performance expectations of school is accessible to all schools through the MCPS website. A convenient redirect has been established for ease of delivery: www.greenschoolsfocus.org. School program roles are clearly defined in handouts. The handouts are linked to the website as well as to the SERT Action Plan (See Appendix A), which outlines expectations and opportunities. The SERT Action Plan is due from all schools by the last Friday of each September. Administrators in each school identify responsible parties to lead the recycling teams in their schools. The recycling leader then becomes a contact listed in an electronic distribution list from which communications concerning new recycling opportunities are shared systemwide. The distribution list also is used to share training opportunities directly with leaders in schools.

As a result of our lead-by-example philosophy, MCPS expects administrative staff to actively participate in recycling efforts by showing their culture of conservation through evidence of adequate infrastructure and outstanding performance. This promotional effort includes paper recycling containers located next to every trash container and convenient access to commingled recycling containers. A communication plan has been developed to acknowledge and resolve identified lack of supporting infrastructure or recycling stream contamination. Deviations from protocol will be reported to the recycling manager for strategic support.

Collaboration amongst the many departments and divisions that make up Montgomery County Public Schools and support from the superintendent of schools increases the credibility and importance of recycling. This provides a viable platform for SERT to promote and increase recycling performance. Promoting the program through our SERT website, leadership meetings, school events, and club activities increases the recycling performance in our schools. Serving on committees to review and edit procedural manuals for School Plant Operations (SPO) allows SERT to include the expectations, duties, and responsibilities of building service staff, including the community that use buildings after hours. It takes 100 percent of the people to recycling 100 percent of the time. The more stakeholders we involve the more successful the program becomes. Recycling is contagious.

Roles and responsibilities are outlined in our training material, other departmental procedure manuals, and promotional material delivered to schools through various types of meetings and presentations. Quarterly inspections by MCPS staff and annual inspections by the MCDEP-DSWS inspectors provide accurate feedback. Third-party inspectors who tour our buildings and record their observations annually, such as MCDEP-DSWS, lend even more credibility to the recycling program.

SERT program staff members provide outreach activities, infrastructure, ordering processes, trainings, student activities, private meetings, public presentations, contests for students and staff, and individual trainings, as needed, to support and promote responsible recycling.

Infrastructure improvements:

- Using existing maintenance workflow management program (MAXIMO) for recycling: The existing Maximo electronic work order system is used for the day-to-day management of the recycling program. Schools now use this workflow management program to communicate with the recycling staff, leading to improved management and efficient recycling services.
- Providing additional recycling containers for schools: Each school receives infrastructure/containers to outfit classrooms, hallways, offices, common areas, and cafeterias. Exterior containers are now being piloted at several high school stadiums.
 - Identifying new streams of recyclable materials by—collaborating with the recycling hauler,
 - Meeting with various MCPS departments and divisions, and
 - Working closely with the Departments of Materials Management and Department of Food and Nutritional Services.
- Increasing co-mingled recyclables by using recyclable plastic bottles.
- Increasing paper recyclables by providing paper bins in cafeterias to capture juice boxes and various boxes and paper that may be present in student lunches.
- Investigating other materials that could be recycled (batteries, flags, carbonless paper, aerosol cans, buckets, etc).

SERT facilitator data visits. Three SERT facilitators visit each school quarterly to collect energy and recycling data points, which are analyzed and provided to the recycling manager for action:

- The main office of each school must record the adequacy of recycling infrastructure found in main offices. (See Appendix F)
- The trash room must be surveyed to assess compliance by recording unremarkable sorting or contamination.
- Staff rooms must be inspected for two stream recycling containers.
- Cafeterias must be inspected for centralized recycling stations (including paper).

These data points are adjusted quarterly to evolve with the continuing improvement plan, managed by the SERT synergy charter.

Recycling competition and recycling recognition. Several awareness campaigns, contests, and opportunities for recognition have been developed and exercised.

- **SERT High School Energy and Recycling Awareness Campaign:** Schools are required to submit a well-rounded campaign that identifies and exhibits a successful recycling program. Winning schools are eligible for recognition and awards. All campaigns are reviewed, and successful campaigns are shared with other high schools in need of support and inspiration. The campaigns also are published on the SERT website. Exceptional ideas and strategies are reviewed and included in the best practices recycling guide.
- **Give Me 10 Commitment Statement:** All schools are encouraged to execute the “Give Me 10” commitment statement and post it publicly in their schools as a way of exhibiting their commitment to the culture of conservation and active recycling. These commitment statements also are faxed into the SERT office for credit toward “active school” status.

- **Recycling Poster Contest:** MCPS, the Montgomery County Division of Solid Waste Services, and our recycling hauler work together to coordinate this contest annually for students to demonstrate the importance of sustaining the Earth and its natural resources through recycling efforts. This contest offers opportunities for recognition at the school and student levels. A culminating award ceremony is held, where certificates are delivered and students are provided with a small token of appreciation. Other types of promotional contests, such as essay and video public service announcements, are conducted at individual schools.

Recycling training plans: Multiple training presentations have been developed and are available to staff through the MCPS centralized Professional Development Online (PDO) system. These trainings address responsibilities, expectations, opportunities, and strategies to increase recycling rates. By increasing the transparency of the program through comprehensive training, these trainings should improve performance by creating an understanding of expectations and building institutional knowledge. The following subjects are included in the training:

- Recycling Rewards Program
- MAXIMO ordering process
- Data interpretation
- School visits
- Recycling commitments
- Support for the *magic triangle*

Section 3 – Timelines and Schedules

The SERT Program Implementation timeline serves as a guide to the seasonal recycling issues for SERT staff and is directly tied to the communication plan for distribution of recycling reminders to staff outlined in each school's SERT Action Plan (Form 201-10) (See Appendix D). Continued communication to increase awareness of seasonal opportunities furthers the success of the program, e.g., end-of-year locker clean out activity requires additional pick-ups to capture paper streams; during the winter months, additional reminders to close and secure recycling dumpsters are required, prior to a forecasted snowfall.

Annually, the recycling hauler collaborates with the recycling manager to develop a recycling pickup schedule, which is posted on the SERT website and sent to each school. Building service staff members are expected to unlock dumpsters the morning of their pickup day(s) to facilitate recycling pickup progress. Additional pickup requests are called in to the recycling manager and the hauler has 24 hours to meet the request. Additional community events, including book drives and other high-volume recycling events, may require additional pickups.

The school calendar is shared with the vendors each year to facilitate an uninterrupted pickup schedule. Some sites have dumpsters locked behind gates, and consideration must be made during scheduling for these secured locations.

Contest schedules and timelines are coordinated with the academic calendar and provide teachers and students with a wide window of opportunity to participate. Meetings, judging panels, and award ceremonies are all scheduled with the academic calendar in mind.

Summer months are dedicated to coordinating the setup of infrastructure in new schools, holding schools, and new additions to school buildings. All new school deliveries are scheduled for August 1, allowing 15 days for the set up of bins in appropriate areas, with signage and labels. New contest opportunities are planned and developed to be shared with teachers on August 15, before the students return. This brief window of opportunity allows teachers and staff to reflect on opportunities available to them during their planning period of two weeks prior to the start of school (return of students to the classroom).

Each school year, SERT facilitators collect quarterly data points for baseline recycling performance at each school. The first data point checks the adequacy of infrastructure in the front office to reinforce the lead-by-example philosophy that SERT promotes. The second data point requires inspection of the trash room for compliance and proper separation of trash and recyclables. Any need identified through these visits will be communicated to the recycling manager for outreach and recycling counseling. The counseling helps to identify the breakdown in the process and resolve any issues that may be preventing full participation in recycling.

Section 4 – Recycling Resources

Below are documents and other multimedia resources that have been developed to support the new synergy between the recycling program and the SERT program. This provides additional recycling resources to Montgomery County schools to help achieve our targeted recycling goals.

- SERT Timeline: an annual timeline showing opportunities for collaboration between recycling and SERT programs on outreach efforts, including training, mass communications, website support, procedure reminders, media opportunities, SERT facilitator data point visits, and SERT manager/principal visits.
- SERT Action Plan: The SERT Action Plan is available through the centralized online forms website this year (See Appendix A). This plan now outlines the revised and current SERT award expectations, indicating that schools are required to have both active energy conservation and recycling teams in place. Any school with MCDEP-DSWS grade of D or lower in recycling will not be eligible for an energy performance award during the third quarter of each year and will be targeted for additional outreach efforts.
- Process flow diagrams for recycling processes
- In-house communication plan
- PowerPoint training documents on recycling
- General e-mail box for MCPS recycling: recycling@mcpsmd.org
- SERT_Info@mcpsmd.org drop box for systemwide online recycling conferences
- SERT@mcpsmd.org e-mail box for recycling questions (developed into FAQs)
- Memorandums to the Board of Education discussing recycling issues

- Memorandum to principals and community superintendents promoting and recognizing recycling efforts and awards
- MCPS recycling segment aired on Cover to Cover on MCPS cable channel 34 during September and October 2008. Archives are accessible on the MCPS website at http://www.montgomeryschoolsmd.org/departments/itv/ITV_Webcasts_CoverToCover.shtm. DVD copies have been made for distribution to schools

Several feature articles and “Green Tips,” a new regular column in *The Bulletin*, the MCPS staff newsletter.

- Feature articles on recycling success stories on SERT website: [Recycling Rewards: 2009–2010 NEW Recycling Rewards Program!](#) Click to learn more about what you can do to achieve recycling awards for your school.
- [Give Me 10!](#): 2009–2010 Recycling and Energy Commitment. Complete this commitment form and fax into our office for your active school file. Please post the original in a public space so your school community can help meet your goals.
- [The NEW Milk](#): Thank you for promoting our new milk campaign to “Drink and Drop.” Please help by encouraging students to finish their milk... to the last drop before “dropping” into the new milk recycling container. Morning announcements are a good way to get the word out!
- [Recycling 101](#) and [The Key to Recycling](#): Print these two handouts to learn more successful strategies we have compiled from visiting schools to learn about how they structure their teams.
- [Students need to be involved](#): Please remember to include your students in the recycling program at your school. They are our future and our greatest resource.
- [FAQs](#): Do you have questions? Read these frequently asked questions and if your question is not answered, please e-mail recycling@mcpsmd.org so we can help.
- [Do you need new/additional bins?](#): Place orders through MAXIMO under the Grounds Code.
- [Photo ordering sheet](#): Shows pictures and descriptions of containers, posters, stickers, and brochures that are available to schools.
- Tap and Stack: Shows pictures and description for new recycling protocol for elementary schools.
- [Juice and milk carton recycling flyer](#)—Signage for bins.

Section 5 – Materials Recycled and Regulations

A list of materials currently recycled and the vendors used by MCPS can be located in the appendices (See Appendix G, H, and I).

County regulations and Board of Education Recycling Regulation follow this page.

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries:

Responsible Office: Chief Operating Officer
Facilities Management

Recycling

I. PURPOSE

To set forth the process and guidelines for Montgomery County Public Schools (MCPS) staff, students, and other users of school facilities for recycling in accordance with Montgomery County Government regulation

II. DEFINITION

- A. *Recycling* is any process by which materials are diverted from a disposal facility and are collected, separated, processed, and returned to the economic mainstream in the form of raw materials or product for reuse.
- B. A *recycling plan* is a plan describing a program for solid waste reduction and recycling.
- C. An *MCPS Site* is defined as any school or facility, including grounds owned or occupied by MCPS.
- D. The *facility administrator* is the principal of a school or the administrator responsible for facilities other than schools.
- E. The *building recycling coordinator* is the individual designated by the facility administrator to coordinate the facility recycling program.
- F. The *recycling material specialist* is the individual assigned to the Division of Maintenance to coordinate material pick up and assist facilities with recycling plan implementation.

III. PROCEDURES

All public facilities are required by the Montgomery County Government to recycle 50 percent of all solid waste material generated.

A. The director of the Department of Facilities Management is responsible for ensuring that the procedures outlined below are properly implemented.

1. Facility administrators for MCPS facilities will designate a building recycling coordinator to complete the following tasks:
 - a) Establish a comprehensive recycling plan for the facility. The facility administrator will endorse the recycling plan and submit a copy to the recycling material specialist prior to September 30 of each school year.
 - b) Form a team of staff, students, and community members to increase awareness of the need to recycle, build school/community support for the program, and provide oversight for compliance with the recycling plan.
2. Facility administrators will submit the name of the building recycling coordinator and a designated back-up to the recycling material specialist prior to September 15 of each school year.
3. The recycling material specialist will be responsible for assisting the building recycling coordinator and school-based staff in the implementation and maintenance of recycling programs for MCPS facilities.
4. The following items without food contamination will be recycled:
 - a) Paper
 - Office/classroom paper
 - Mixed paper
 - Magazines
 - Printer paper
 - Computer paper
 - Fax paper
 - Corrugated cardboard
 - Phone books
 - Newspaper
 - b) Other
 - Aluminum cans
 - Bi-metal (sheet and tin) cans

Glass bottles and jars
Plastic containers (must have a neck on them)
Yard trim (grass, leaves, and brush)

5. The Montgomery County Division of Solid Waste Services (MCDSWS) will assist in the development of recycling plans upon request.
6. MCDSWS will conduct periodic on-site evaluations to monitor the effectiveness of recycling programs and provide assistance for improving recycling efforts. Evaluation results and recommendations will be provided to the school and director, Department of Facilities Management.

Regulation History: New Regulation March 10, 2000.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Montgomery County regulation on:

SOLID WASTE AND RECYCLING

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

REGULATION

Issued by: County Executive

Regulation No. 15-04AM

COMCOR 48.00.03, Solid Waste and Recycling, Chapter 48

Authority: Montgomery County Code, 1994, Sections: 48-6, 48-24 and 48-51

Supersedes: Regulation 109-92AM

Council Review: Method (1) under Code Section 2A-15

Register Vol. 21 No. 9

Effective Date: February 8, 2005

Sunset Date: None

Summary:

The proposed regulation describes the residential recycling requirements for single-family and multi-family dwellings (including reporting requirements for multi-family property owners), nonresidential recycling and reporting requirements, and recycling requirements for collectors of solid waste and recyclable materials.

Comment deadline: September 30, 2004

Effective date:

Address for comments:

Director, Department of Public Works and Transportation
Executive Office Building
Tenth Floor
101 Monroe Street
Rockville, Maryland 20850

Staff contact:

Eileen Kao, Recycling Coordinator
240-777-6400



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Background Information:

Bill 109-92AM, Solid Waste – Recycling, was enacted on March 23, 1992, with an effective date of January 13, 1994. The County Comprehensive Solid Waste Management Plan for the years 1998 - 2007 was adopted by Council Resolution 13-418, adopted August 4, 1998, and was reconsidered, amended, and re-adopted by Council Resolution 13-1418 dated October 6, 1998, respectively. These regulations are to further update the provisions of Bill 109-92AM and implement the Solid Waste Management Plan.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Residential and Commercial Recycling	Number 15-04AM
Originating Department DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date February 8, 2005

Section 1. Definitions. Terms defined herein are for purposes of this Article only. The terms used are as defined in Chapter 48 of the Montgomery County Code and as defined in this section:

- (a) **"Acceptable"** means items which conform to prevailing and customary standards of existing recycling markets.
- (b) **"Business"** means any enterprise, individual, corporation, partnership (limited or general), sole proprietorship or other entity or person, including institutions, health care facilities, construction sites, the Federal Government and other government agencies, to the extent authorized by law.
- (c) **"Commingled materials"** mean acceptable items such as aluminum cans and foil products, bi-metal cans, glass bottles and jars, and plastic narrow neck bottles, which are not separated by type, but are mixed together in one container.
- (d) **"Department"** means Montgomery County Department of Public Works and Transportation.
- (e) **"Director"** means Director of the Montgomery County Department of Public Works and Transportation.
- (f) **"Disposal facility"** means the Montgomery County Transfer Station or any other location operated by the County where solid waste is taken for disposal.
- (g) **"Employee"** means any person working on-site 20 or more hours per week directly for the business or for an entity affiliated with the business; and any person working on-site for the business or an entity affiliated with the business as an agent or independent contractor for more than six months in any calendar year.
- (h) **"Generator"** means the owner or occupant of any dwelling unit where solid waste is generated, and the owner or occupant of any other business, entity or institution at, from, or by which solid waste is generated.
- (i) **"Market"** means any business that receives processed or unprocessed source separated or commingled recyclable solid waste and utilizes the material as a finished product or as a raw material for a manufacturing process.

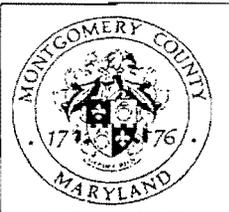


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- (j) **“Mixed paper”** means acceptable paper items which are not separated by type, but are mingled and collected together. These items include white paper, colored paper, corrugated cardboard, boxboard, newspapers and inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and other clean, dry paper.
- (k) **“Recyclables”** means those materials in the solid waste stream which are collected, separated, processed and returned to the economic mainstream in the form of raw materials or product for reuse.
- (l) **“Recycling”** means any process by which materials are diverted from the solid waste stream and are collected, separated, processed and returned to the economic mainstream in the form of raw materials or product for reuse.
- (m) **“Recycling plan”** means a plan describing a program for source reduction and recycling.
- (n) **“Scrap metal”** means acceptable items consisting of metal and/or predominantly metal materials. These items include washers, dryers, refrigerators, air conditioners, dishwashers, sinks, stoves, freezers, furnaces, hot water heaters, trash compactors, iron furniture, doors, cabinets, humidifiers/dehumidifiers, bikes, swing sets, aluminum lawn chairs, shower stalls, and disassembled metal sheds.
- (o) **“Solid waste stream”** means solid waste as defined in Chapter 48-1 of the Montgomery County Code from the point of generation to disposal.
- (p) **“Sorted”** means a category of recyclable materials which are further separated into sub-categories or groupings in preparation for recycling. For example, generators may separate paper by grade or type.
- (q) **“Source separation”** means the process of separating recyclables from the solid waste stream at the point of generation and placing them into containers or arranging them in a manner specified by the County or by a valid collection contract for reuse or recycling.
- (r) **“Unavailable”** means non-existent.
- (s) **“Unit”** means housing unit.



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(t) "Waste reduction /source reduction" means reducing the amount of waste generated at the source or point of generation.

(u) "Yard trim" means leaves, grass, garden trimmings and brush.

Section 2. Waiver from these Regulations, subject to the requirements of 48-3(c) of the Montgomery County Code

(a) The Director may grant temporary or permanent waivers from participation in the recycling program to individuals who are physically impaired and who are not reasonably able to undertake the activities required by this regulation.

(b) The Director may also grant a temporary partial waiver for all generator categories for particular materials which would otherwise have to be recycled where markets for these materials are unavailable.

(c) Persons or entities for whom compliance with Section 3 subsection (b) and subsection (c) herein would be an unreasonable hardship may apply to the Director for a temporary or permanent waiver in a manner prescribed by the Director.

(d) For entities subject to recycling plan or report requirements, a request for a waiver must be submitted with the recycling plan and/or annual report. If the plan/report has already been filed, the request must accompany an amended plan/report. If the request for a waiver is denied, the plan and/or annual report must be resubmitted within 30 days from the date of denial, to include the materials for which a waiver was sought unless a plan and/or annual report on file already addresses those materials. Those persons or entities requesting a waiver must specify the materials requested to be waived from recycling requirements, the duration of the requested waiver, reason(s) for the request at the time they submit it, and include any documentation necessary to justify a waiver.



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- (1) The Director must consider the following criteria in granting a waiver:
 - (A) The unavailability of markets for the material identified;
 - (B) Extreme financial hardship due to significant disparity between the costs of recycling an identified material and the costs of disposal of that material; or
 - (C) The unavailability of an on-site or proximate off-site location to prepare and store materials for recycling.

Section 3. Solid Waste Reduction and Recycling Program

- (a) **Single-family residential recycling program, including dwellings having 6 or fewer dwelling units.**
 - (1) Recycling services areas.
 - (A) The entire County is a recycling service area for the collection of mixed paper; commingled materials; yard trim; Christmas trees; and scrap metals.
 - (B) Recycling service sub areas are designated on a map maintained by the Department and available upon request. All residents provided County recycling service must recycle in accordance with these regulations, Chapter 48 of the Montgomery County Code (1994), as amended, and the schedule for their recycling service sub area maintained and publicized by the Division of Solid Waste Services.
 - (2) Preparation of material for recycling collection.
 - (A) Mixed paper. Mixed paper must be separated from other solid waste and placed in wheeled carts provided by the County, in paper bags, in small cardboard boxes or tied with string strong enough to support the weight of the bundle and prevent dispersion. The total weight of each bag, box or bundle must not exceed 45 gallons in volume and 60 pounds in weight. A County supplied wheeled cart does not have a weight limit and can have up to a 100 gallon capacity. Mixed paper contaminated by garbage or other putrescible material must not be included for recycling.



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- (B) Commingled materials. All commingled materials must be separated from other solid waste and placed in a County approved container. Lids, tops, and any loose food or liquid must be removed.
- (C) Yard trim. Grass and leaves must be placed in containers or large paper bags labeled "yard trim". Containers or bags must not exceed 45 gallons in volume and 60 pounds by weight. Brush must not exceed 4 inches in diameter and 6 feet in length, and must be placed in labeled containers or paper bags or tied in bundles no greater than 36 inches in diameter. Plastic bags must not be used to contain any yard trim or Christmas trees. Christmas trees must have all ornaments and metal objects removed.
- (3) Collection requirements.
- (A) Location. Materials to be recycled must be placed within 10 feet of the publicly maintained right-of-way closest to the dwelling. Materials must not be placed in a manner that interferes with parking or vehicular and pedestrian traffic.
- (B) Alternate location. Residents for whom placement in accordance with paragraph (A) would be a hardship may apply to the Director for permission to use an alternate location. The Director may set a time limit on any permission granted. Any recycling container used at an approved alternate location must be identified, as provided by the Director, and must be visible from the publicly maintained right-of-way.
- (C) Time limit. Materials prepared for recycling must be set out for collection no earlier than 5:00 p.m. before the designated day of collection, and no later than 7:00 a.m. on the designated day of collection. Recycling containers must be removed from the collection location no later than 5:00 p.m. the day after that designated for collection.
- (D) Litter. Owners and occupants are responsible for keeping the area around recycling containers litter free.



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(b) **Multi-family residential recycling program - Buildings
with 7 or more dwelling units.**

- (1) Applicability. This section is applicable to all generators, property owners, property managers, whether individuals or entities, and common ownership associations, including boards of condominium associations and cooperative housing projects (as those terms are defined in state law) of multi-family dwelling units that have 7 or more units ("multi-family entities"). This section is not applicable to facilities receiving collection as described in (a) or to businesses covered under (c).
- (2) Multi-family entities and residents must recycle. Materials which are required to be recycled are: mixed paper; commingled materials; yard trim; Christmas trees; and scrap metal items. Persons or entities covered by this section are encouraged to recycle any other materials for which there is a viable market.
- (3) Plan and report requirements.
 - (A) Designation of responsible agent. Multi-family entities subject to this section must designate an agent responsible for carrying out the plan and report requirements of this section. In the case of multi-family dwelling units covered by a common ownership association, the association representative, as listed in the Office of Common Ownership Properties, is responsible. In the case of leased units or facilities, the property owner or representative, as listed with the Montgomery County Office of Landlord and Tenant Affairs or as confirmed through other sources, is responsible.
 - (B) Waste reduction and recycling plan.
 1. Who must submit. Multi-family dwellings having 101 or more units must submit a waste reduction and recycling plan demonstrating how the entity will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, for each facility. Multi-family dwellings having 100 or fewer units must submit a waste reduction and recycling



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plan demonstrating how the entity will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, within 60 days from receipt of a written request for a plan from the Department.

2. Contents of plan. The plan must be submitted on forms provided by the Department and must include, at a minimum, description of facility by type; name, address, and telephone number of contact person responsible for on-site recycling program; list of materials to be recycled; name and address of person/collection company providing recycling collection service; sites where materials are delivered; and description of waste reduction activities.

(C) Annual report on waste reduction and recycling activities.

1. Who must submit. All multi-family entities having 101 or more units must prepare and submit to the Department, on or before February 1 of each year, an annual waste reduction and recycling report for each facility covering the previous calendar year. Multi-family entities having 100 or fewer units must prepare and begin submission of initial annual waste reduction and recycling reports within 60 days from receipt of a written request for reports from the Department. From that time forward, each year, all of these entities must prepare and submit to the Department on or before February 1 annual waste reduction and recycling reports covering the previous calendar year.
2. Contents of report. The annual report must be submitted on a form provided by the Department and must include tonnages of materials collected for recycling and for solid waste disposal, and any changes from the approved recycling plan required under Section 3(b)(3)B(2) of this regulation. If recyclable materials are self-hauled to a recycling facility, the multi-family entity must obtain scale house tickets and provide these as documentation of quantity recycled for reporting requirements. Only in the event that scale house tickets are not obtainable, may receipts and/or



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other proof of quantity recycled be substituted. The annual report must also include a description of the multi-family entity's efforts to educate tenants, residents and/or employees about its recycling program.

3. Review Process. Annual reports will be reviewed, field verified and audited by the Department through on-site evaluation.
- (4) Certification. All reports and plans must be signed by a person authorized to bind the multi-family entity, and must certify that the information is correct to the best of his or her knowledge. Examples of authorized persons include the property owner or responsible agent.
- (5) Verification of information. Multi-family entities must maintain, and make available, upon request, to the Department for inspection and copying during normal business hours, any contracts and invoices for collection and disposition of materials to be recycled for a period covering the most recent five (5) years. Contract prices and other such financial information may be deleted from the materials provided.
- (6) Containers. Containers for all required recyclable materials in adequate sizes and quantities must be placed in each location where trash containers are located, and must be clearly labeled to indicate the appropriate material(s) to be placed inside for recycling. All containers must be located within reasonable and convenient proximity to all dwelling units, and to any offices, clubhouses, recreation facilities, and other uses on-site. In addition, wherever vending machines dispensing products in recyclable packaging are located, recycling containers for those materials must be located in close and convenient proximity.
- (7) Property Owner of Multi-family Properties. Property owners of multi-family entities must make recycling collection service and storage space for recyclable solid waste available to tenants in compliance with these regulations and Section 48-24 of the Montgomery County Code.



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(8) Collectors Servicing Multi-Family Entities.

(A) Collectors must collect and deliver to a recycling facility materials that have been source separated from the solid waste stream, unless the recyclable materials are not acceptable. If a collector determines that the recyclable materials are not acceptable then the collector must inform the generator or responsible agent in writing using a form designated by the County, keep a copy on file, and send a copy to the Department. The collector must indicate the name of the property, name of the responsible agent notified, date, time, address, the nature of the problem and suggested remedy and specify a collector contact name and phone number for additional information.

(B) Collectors must provide a copy of their current Montgomery County Collector's License to each customer at least once annually, and must keep a copy of such notice and the date provided to its customer in their business records. If a copy has not yet been provided and a customer requests one, the collector must provide the customer with a copy of its license within 3 business days.

(9) Contract Services.

(A) A multi-family entity, when contracting for collection service of recyclable materials must use a currently licensed collection company that has a license to collect and transport recyclable solid waste in the County ("Licensed Collector").

(B) A multi-family entity contracting for collection services with a Licensed Collector must maintain for inspection a copy of the Licensed Collector's license. A property manager or responsible agent must produce a copy of the license upon request by the Department within 3 business days.



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(c) **Commercial recycling and waste reduction program –
Generators/Businesses.**

- (1) Business Size. For the purposes of this subsection (c), businesses are classified into the following size categories:
Large businesses. All businesses with 250 or more employees.
Medium-sized businesses. All businesses with 100-249 employees.
Small businesses. Businesses with fewer than 100 employees.
- (2) Applicability. This section applies to all generators and businesses, which must recycle the materials described in Section 3(c)(3) herein. All businesses in Montgomery County must comply with these recycling regulations within 30 days of operating within the County.
- (3) Businesses and employees must recycle. Materials required to be recycled by businesses are: mixed paper or sorted paper; commingled materials (which may be sorted); yard trim; Christmas trees; and scrap metal items. Businesses are encouraged to recycle any other materials for which there is a viable market.
- (4) Verification of information. Businesses must maintain, and make available, upon request, to the Department for inspection and copying during normal business hours, any contracts and invoices for collection and disposition of materials to be recycled for a period covering the most recent five (5) years. Contract prices and other such financial information may be deleted from the materials provided.
- (5) Requirement for a waste reduction and recycling plan.
 - (A) Applicability.
 1. Large and medium-sized businesses. All large and medium-sized businesses must prepare a waste reduction and recycling plan demonstrating how the business will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight.



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2. Small businesses. Small businesses must prepare a waste reduction and recycling plan demonstrating how the business will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, within 60 days from receipt of a written request for a plan from the Department.
3. Property owner of multi-tenant facilities. Owners of multi-tenant facilities must file a waste reduction and recycling plan covering facilities in their entirety, and including information for all tenants, demonstrating how the businesses will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight.
4. Multiple Business Locations. Each business required to submit a plan and/or report for multiple locations in the County may submit a single plan and/or report to cover multiple locations, or may submit an individual plan and/or report for each separate location demonstrating how the business will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight, in compliance with these regulations. Any plan and/or report covering multiple locations must list each property address subject to it, and each location covered by the plan and/or report must maintain a copy of the plan and/or report on the premise.

(B) Plan updates. A business must update its plan if there are changes to the waste reduction and recycling activities of the business or if required as a result of revisions to these regulations.



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- (C) Contents of plan. The waste reduction and recycling plan must be on forms provided by the Department and must include the following:
1. A description of the business, including;
 - a. Name and address of the property owner and the reporting business.
 - b. Names of all entities affiliated with the business, including any parent and subsidiary business.
 - c. Number of full-time and part-time employees.
 - d. Number of square feet occupied by the business.
 - e. The activities conducted by the business.
 2. A description of the business' current solid waste generation, including:
 - a. Estimated tonnage of all solid waste produced.
 - b. Identification of recyclable solid waste defined in subsection (c)(3) above.
 3. A description of the business' waste reduction and recycling methods.
 4. Name(s) of the person(s) responsible for coordinating recycling and waste reduction activities, preparing the annual report, and for responding to the Department on actions concerning implementation and enforcement of these regulations.



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5. Name and phone number of the licensed collector responsible for collecting the materials to be recycled and sites where materials are delivered.
- (6) Requirement for an annual report on waste reduction and recycling activities.
- (A) Applicability.
1. Large businesses. Each year all large-sized businesses must prepare and submit to the Department on or before February 1 annual waste reduction and recycling reports covering the previous calendar year.
 2. Medium-sized businesses. Each year, all medium-sized businesses must prepare and submit to the Department on or before March 1 annual waste reduction and recycling reports covering the previous calendar year.
 3. Small businesses. Small-sized businesses must prepare and begin submission of initial annual waste reduction and recycling reports within 60 days from receipt of a written request for reports from the Department. From that time forward, each year, all of these small businesses must prepare and submit to the Department on or before March 1 annual waste reduction and recycling reports covering the previous calendar year.
 4. Property owner of multi-tenant facilities. Owners of multi-tenant facilities must file annual waste reduction and recycling reports covering facilities in their entirety, and including information for all tenants. Each year, owners must prepare and submit to the Department on or before March 1 annual waste reduction and recycling reports covering the previous calendar year.



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- (B) Review Process. Annual reports will be reviewed, field verified and audited by the Department through on-site evaluation.
- (C) Contents of the report. The annual report must include the following information on waste reduction and recycling activities conducted between January 1 and December 31 of the previous calendar year:
1. Any change in the description of the business as submitted in the waste reduction and recycling plan or most recent annual report, including:
 - a. The purpose of, and activities conducted by, the business.
 - b. The number of full-time and part-time employees associated with the business.
 - c. The number of square feet occupied by the business.
 2. Identification of the total annual tonnage of solid waste generated and the annual tonnage of each type of material being reduced or recycled.
 3. Name and phone number of the licensed collector responsible for collecting the materials to be recycled and sites where materials are delivered.
 4. If recyclable materials are self-hauled to a recycling facility, the business must obtain scale house tickets and provide these as documentation of quantity recycled for reporting requirements. Only in the event that scale house tickets are not obtainable, may receipts and/or other proof of quantity recycled be substituted.
 5. A description of the progress in waste reduction and reuse efforts undertaken by the business.



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6. A description of the property management's or business' efforts to educate tenants and/or employees about its recycling program.
- (D) Certification. All reports and plans must be signed by a person authorized to bind the business, and must certify that the information is correct to the best of his/her knowledge. Examples of authorized persons include a corporate officer (President, Vice-President, Chief Administrative Officer, Chief Operating Officer or their designee) or owner of the business.
- (7) Containers. The owner or operator of each business must place containers for all required recyclable materials in adequate sizes and quantities in each location where trash containers are located, and must clearly label each container to indicate the appropriate material(s) to be placed inside for recycling. All containers must be located within reasonable and convenient proximity to all buildings and other uses on-site. In addition, any business that sells or provides food or beverages in recyclable containers for on-site consumption must provide an adequate size and number of recycling containers for use by consumers, and wherever vending machines dispensing products in recyclable packaging are located, recycling containers for those materials must be located in close and convenient proximity.
- (8) Property owner of commercial properties. Property owners must make recycling collection service and storage space for recyclable solid waste available to tenants in compliance with these regulations and Section 48-24 of the Montgomery County Code.
- (9) Collectors servicing commercial properties.
- (A) Collectors must collect and deliver to a recycling facility materials that have been source separated from the solid waste stream, unless the recyclable materials are not acceptable. If a collector determines that the recyclable materials are not acceptable then the collector must inform the generator or responsible agent in writing using a form designated by the County, keep a copy on file, and send a copy to the Department. The collector must indicate the name of the business, name of the responsible agent notified, date, time, address, the nature of the problem and suggested remedy and specify a collector contact name and phone number for additional information.



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(B) Collectors must provide a copy of its current Montgomery County Collector's License to each customer at least once annually, and must keep a copy of such notice and the date provided in their business records. If a copy has not yet been provided, and a customer requests one the collector must provide the customer with a copy of its license within 3 business days.

(10) Contract Services. Businesses that contract for recycling collection service are required to use a County-licensed collection company.

(A) A business, regardless of employee size or type, when contracting for collection service of recyclable materials must use a collection company that has a license to collect and transport recyclable solid waste in the County ("Licensed Collector").

(B) A business contracting for collection services with a Licensed Collector must maintain for inspection a copy of the Licensed Collector's license. A property manager or responsible agent must produce a copy of the license upon request by the Department within 3 business days.

Section 4. Administration

(a) Responsibilities of the Department.

- (1) Forms. The Department must provide any forms, as appropriate, that assist multi-family dwellings with 7 or more units and businesses in meeting the requirements of these regulations.
- (2) Confidentiality. Subject to applicable law, the Department must maintain the confidentiality of any information required to be provided in these regulations that identifies markets or customers. The Department must not, unless required by law to do so, disclose this information to third parties other than in nonspecific summary form in general recycling and solid waste analyses. This requirement does not prohibit the Department from using this information in preparing a summary analysis of waste reduction and recycling activities in the County.



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Section 5. Enforcement

These regulations may be enforced in accordance with Montgomery County Code 1994, as amended, Section 48-49.

Section 6. Construction

This regulation must be construed liberally to permit the Department to effectuate the purposes of Article V (recycling) of Chapter 48 of the Montgomery County Code (1994), as amended, and the policies of the County's Comprehensive Solid Waste Management Plan.

Handwritten signature of Douglas M. Duncan in black ink.

Douglas M. Duncan
County Executive

APPROVED AS TO FORM AND LEGALITY
OFFICE OF COUNTY ATTORNEY

BY _____
DATE 2/2/05

Appendix A

Date Received by SERT ____/____/____

School Energy and Recycling Team (SERT) Action Plan



Department of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
2096 Gaither Road, Suite 200
Rockville, Maryland 20850

MCPS Form 201-10
April 2010
Page 1 of 3

DUE: This form must be completed and submitted on or before the last Friday of each September.

Please return fully completed form via PONY to SERT, Gaither Road OR Fax to 240-314-1037 (NOT BOTH).

Name of School _____	Depot _____		
Person completing this form (please print):			
Name _____	Title _____		
Facility # _____	Name of Building Services Manager _____		
Administrative Secretary:			
Name _____	E-mail _____@mcpssmd.org		
No. of portable classrooms on site _____	No. of students _____	No. of staff _____	(leave blank if information is not available)
_____ Signature, Principal/Assistant Principal		_____ Title	

CONTACT INFORMATION

Team Captains should be teachers or administrators. Team members should include students, staff, parent volunteers, and building service employees.

Energy Conservation Team (print or type)

Conservation Team Captain: Name _____ E-mail _____

Team Members: Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Recycling Team (print or type)

Recycling Team Captain: Name _____ Title _____

Team Members: Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

SERT Awards:

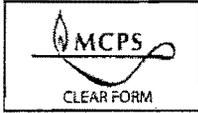
- High schools are eligible for awards of \$2,000 per quarter
- Middle schools are eligible for awards of \$1,000 per quarter
- Elementary schools are eligible for awards of \$500 per quarter

SERT Award Expectations

It is expected that schools have active energy conservation and recycling teams in place. Any school with a grade of D or lower in recycling will not be eligible for an energy performance award during the third quarter each year.

Appendix A

School Energy and Recycling Team (SERT) Action Plan



Department of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
2096 Gaither Road, Suite 200
Rockville, Maryland 20850

MCPS Form 201-10
April 2010
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SERT

Energy Conservation Expectations:

Per MCPS policy, the following minimum measures are required to contain energy costs in the schools:

- Engage faculty and building services and recruit students as active participants.
- Shut down equipment before long weekends and school breaks according to "Shutdown Checklist."
- Develop awareness campaigns that take place over the course of the school year and impact all staff and students.
- Turn off lights in all areas, computers and printers when not in use.
- Remove space heaters and personal refrigerators.
- Use blinds to allow natural light into the classroom.
- Schedule community groups in as few heating/cooling zones as possible.
- Check all thermostats monthly for correct settings: 70°F for heating, 76°F for cooling.
- Maintain clean air filters for best efficiency.
- Maintain irrigation control plan for athletic fields.
- Restrict exterior water use to authorized MCPS grounds maintenance only.
- Keep classroom blower vents clear.
- All outside doors and windows should be kept closed during heating or cooling season.

Additional Energy Conservation Opportunities:

The following additional measures have high impact on your energy costs while maintaining or improving learning. With an active program, your school can earn significant quarterly awards.

- Sponsor a student conservation Club and/or Patrol.
- Conduct a building energy audit.
- Use emergency lighting in hallways after regular school hours.
- Provide energy conservation tips and reminders in newsletters and during morning and afternoon announcements.
- Consolidate personal appliances.
- De-lamp where lighting levels are too high.
- Use light switches to keep bank of lights off near windows.
- Retrofit with 25-watt T-8 lamps.
- Inquire about lighting initiatives.
- Instead of using overhead lights, use task lamps in offices, at teacher desks, and in computer labs.
- Turn off main copiers and other equipment at a scheduled time daily.
- Check Energy Management Schedule for accuracy especially over winter and spring breaks.
- Check for air leaks around doors and windows. File a work order for repairs (maximo).

Check here to have your SERT Facilitator contact you.

Name _____ Title _____

Best time of day to contact you _____ a.m./p.m.

Best method to contact you:

- e-mail _____
- phone _____
- other _____

Appendix A

School Energy and Recycling Team (SERT) Action Plan



Department of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
2096 Gaither Road, Suite 200
Rockville, Maryland 20850

MCPS Form 201-10
April 2010
Page 3 of 3

MCPS Recycling

Recycling Goals: Percentage achieved last year _____ % This coming year's projection _____ %

Please visit www.montgomeryschoolsmd.org/departments/facilities/greenschoolfocus/sert.shtm to obtain your percentage.

Goal Guideline: Each school should strive to improve last years performance by 10%.

Recycling Program Expectations (as mandated by Montgomery County Executive Regulation 15-04 AM):

- Label each recycling container to indicate contents.
- Place appropriate recycling container (paper and/or can/bottle) near each trash container.
- Place a paper recycling container next to each trash can in classrooms and offices.
- Place a paper recycling container near copiers and printers.
- Place a can/bottle recycling container near each vending machine that dispenses products in recyclable packaging.
- Place large recycling containers in the kitchen and cafeteria areas to recycle cans/bottles.
- Empty recycling containers in classrooms and offices on a regular schedule.
- Use innovative communication techniques, including posters, to ensure containers are used as intended.

Recycling Success Opportunities (Please check each item you will implement):

- Flatten all cardboard boxes to save space in the cardboard recycling dumpster.
- Use container tops on recycling bins to restrict the types of materials entering containers if recyclable materials are being contaminated.
- Establish Recycling Club and/or Patrol Team to monitor recycling containers.
- Have poster contests and collection competitions.
- Update students and staff on the progress of the recycling program in order to involve them in the program and to demonstrate their contribution to improving the environment.
- Educate and re-educate about your recycling program using the—
 - school newspaper announcements television infomercials e-mail booster club
 - link on school Web site school handbook student orientation posters
- If specific items are collected at the school for fund raising, submit copies of receipts to get credit for recycling.
- Recycle specialty items such as—
 - computers monitors televisions textbooks
 - furniture ink jet cartridges toner cartridgesthrough the Department of Materials Management.

Recycling Innovations for 2010-2011

In order to improve recycling performance at our school this year, we plan to enhance our program by

One way that SERT could help our school improve our recycling performance is

Recyclable Material Pickup Procedures:

Our school's pickup day(s) for **cans and bottles** is/are ____/____/____ [Fill in day(s) of week. If unsure of pickup days, see website.] Roll carts (toters) will be at the designated pickup area **outside of the building** by 7:00 AM. Roll carts will be placed at ground level or on a dock that is accessible to the recycling collection truck.

Our pickup day(s) for **cardboard and paper** is/are ____/____/____. The dumpster should not be blocked by vehicles or snow.

If materials other than paper and cardboard are placed in the dumpster, the whole load cannot be recycled and must be disposed of as trash. To avoid contamination, dumpsters must be locked when not in use by locking the gravity bar located on the top of the dumpster and the sliding side doors.

Program materials (labels, posters, locks) and assistance are available by contacting the MCPS SERT Office: 240-314-1090 or e-mail recycling@mcpsmd.org. Additional resources can be found on the website (<http://www.montgomeryschoolsmd.org/departments/facilities/greenschoolfocus/sert.shtm>).

Check here if you would like a program review by our staff.

Name _____ Title _____

e-mail _____ phone _____ other _____

Appendix B

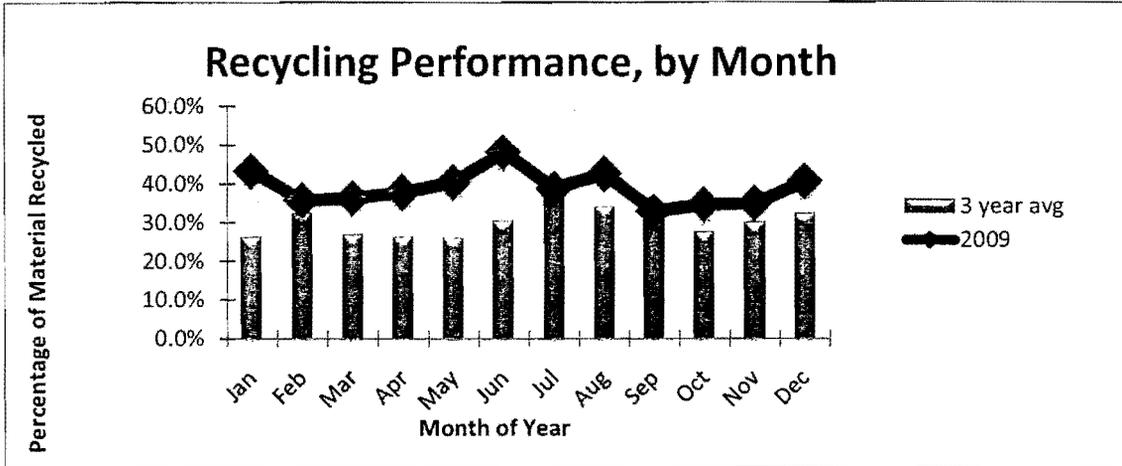


Figure 1: Inspiring schools to recycle by sharing resources, provide infrastructure, celebrating accomplishments, and providing accessible data.

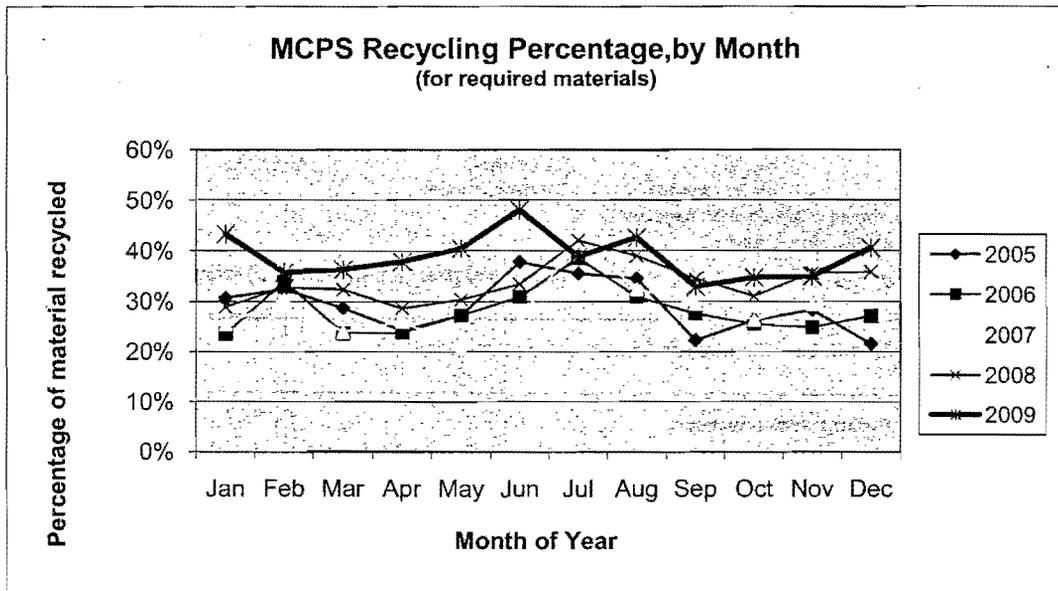


Figure 2: Tracking annual recycling performance provides opportunities to analyze data, identify trends, and streamline processes to continuously improve program and achieve goals.

Appendix C-Job Descriptions

SERT Program Coordinator

MONTGOMERY COUNTY PUBLIC SCHOOLS

CLASS DESCRIPTION

OFFICIAL TITLE: SERT Program Manager CODE: 0768

WORKING TITLE: SERT Program
Coordinator GRADE: K

SUMMARY DESCRIPTION OF CLASSIFICATION: Under direction, coordinates, and provides leadership for system-wide conservation and recycling programs that build the capacity of school communities to participate and achieve conservation goals through the School Energy and Recycling Team Program; oversees, proposes, and develops specialized and innovative strategies promoting the conservation of resources including system-wide recycling. Coordinator develops strategic plan and implementation of strategic initiatives for the development of the SERT Program standards, expectations, and measures for assessment; supervises, leads, and evaluates a team of specialists, resource conservation assistants, and recycling staff who conduct conservation visits, extend outreach, analyze data, coordinate special events, and perform inspections to recommend corrective and strategic actions; manages budgetary expenditures and develops award structures to maintain consistent services to schools and improve upon energy efficiency and recycling rates; and develops and administers plans for SERT processes, innovation, and continuous improvement. Coordinator collaborates with other offices, departments, and schools to provide direction in the planning and monitoring of the SERT Program. Analyzes energy and recycling data to guide direction of the program.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires the application of the six leadership standards that have been established for the Montgomery County Business and Operations Administrators Professional Growth System (MCBOA PGS). Ability to communicate effective behavioral programs to reduce energy and water waste by staff, community users, teachers, and students and increase recycling rates; represent SERT in public forums including media and committees to share structure, successes, and strategies to build goodwill as a global leader in efficiency; lead and positively motivate teams and individuals to achieve program goals; supervise field staff and administrative support positions to increase performance and efficiency; create, test, develop and deploy new program concepts, initiatives, and approaches for reducing energy use and increasing recycling in the school system; collaborate with outside government offices, not-for-profits, and community organizations to further enhance and promote SERT. Knowledge of federal, state, municipal regulations and laws pursuant to recycling; basic energy- and water consuming equipment in schools, the relative magnitude of utility expense for various functions, and appropriate manual or automatic control measures; school system policy and procedures where applicable to the work, including procurement, curriculum, information sharing, facility management, and human resources. Knowledge of green building operations and maintenance measures. Ability to utilize EMS systems, CEO, energy software, ICB scheduling, to analyze the energy use in buildings and develop strategies to enhance efficiencies and develop processes to insure the continuous improvement of energy efficiency strategies; develop and manage SERT budget including incentive structure alignments

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as necessary to insure financial integrity and equity. Ability to implement grantor procedures, guidelines, preferences, and requirements and assure that MCPS applications are consistent with these criteria. Ability to oversee and provide direction and guidance to departments, divisions, administrators, supervisors, managers, employees, and students regarding SERT program initiatives. Excellent writing and communication skills. Ability to script and lead special events including SERT training events and award ceremonies. Needed leadership skills: Visionary -- visualizes final results and directs resources conservatively for the successful achievement of goals. Needed character traits: creativity, integrity, determination, enthusiasm, environmental stewardship, and resourcefulness.

EDUCATION, TRAINING, AND EXPERIENCE: Bachelor's degree from an accredited college or university preferred. Training or experience preferred in behavioral energy conservation programs and environmentally sustainable building practices. Practical experience in managing a government or business operation, and addressing government, business or professional organizations. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position are acceptable.

CERTIFICATE AND LICENSE REQUIREMENTS: Valid driver's license.

PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) Ability to operate a computer terminal for long periods, walk through multiple schools in a day for inspections and occasionally move presentation material to school meetings.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Ability to occasionally work on a flexible schedule and travel to schools and County agencies and committee meetings as required.

OVERTIME ELIGIBLE: No

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Leads system-wide SERT program providing utility cost avoidance of millions of dollars per year for the school system.
2. Meets with County officials, schools administrators, and serves on committees to report and promote the SERT program.
3. Prepares and delivers presentations to outside agencies on structure and success of program.
4. Designs and promotes formation of school-based energy and recycling teams (SERT) to mobilize schools towards energy and water conservation and recycling actions.
5. Oversees and develops annual reports due to County government.
6. Collaborates with outside agencies to insure compliance with regulations and laws.
7. Develops equitable/transparent award system for schools to encourage a culture of conservation and optimize return on investment.
8. Assesses needs of program and submit requests and plans for supporting infrastructure.
9. Prepares budget requests with spending plans and justifications as needs arise.
10. Oversees the enrollment, inspection and grading of all schools on SERT participation to determine financial awards.
11. Monitors school performance and prepares reports and presentations demonstrating effectiveness and cost avoidance.
12. Develops and manages process maps, timelines, business models, and training material and

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resources.

13. Proposes and develops information, policies, and procedures related to all facets of school energy and recycling.

14. Supervises, evaluates, and exercises annual payband evaluations where appropriate for SERT energy facilitators, administrative staff, and recycling staff.

15. Conducts site visits to schools needing improved conservation and recycling efforts to help organize and motivate SERT teams.

16. Oversees the development of materials, memos, programs to promote a culture of conservation and responsibility in the schools to reduce use of natural resources, energy and water.

17. Designs and oversees local energy, recycling, and environmental contests and activities and promote participation in state and national-level contests and activities by the schools.

18. Prepares a periodic newsletters and Bulletin articles to highlight school activities and achievements.

19. Develops and manage communication plan and processes for publicity of program internally and externally.

20. Develops the website for the team and oversee site updates and maintenance.

21. Provides and/or coordinates custom technical support to schools where requested, either directly or through team members.

22. Participates in MCPS Task Forces and/or Advisory Committees to further pursue green practices and compliance in the schools and with the County.

23. Collaborates with MCPS staff on curriculum development and the Instructional Management System (IMS), to bring into teacher resources and lesson plans an increased awareness of energy conservation and recycling and their impact on the environment.

24. Researches and collects existing instructional materials from outside energy and environmental organizations and assist review and adaptation for use in MCPS.

25. Collaborates with IMS staff to make the green curriculum widely available and used by teachers.

26. Establishes contacts with appropriate MCPS officials, county officials who may provide relevant information and focal points for media promotion of energy conservation and recycling efforts.

27. Monitors and reviews policies to ensure program compliance with MCPS policies and protocols, and reviews local legislative initiatives for potential program impacts.

28. Develops and implements strategic plans of the School Energy and Recycling Team and the Department, including integrated information systems, web-based products, and alignment with energy management activities.

29. Performs related work as required.

Class Established: 7 / 07

Date(s) Revised: 9/08, 5/2010

Last Reviewed:

Appendix C-Job Descriptions

Recycling Manager

MONTGOMERY COUNTY PUBLIC SCHOOLS

CLASS DESCRIPTION

OFFICIAL TITLE: Recycling Manager CODE: 8475

WORKING TITLE: Recycling Manager GRADE: 21

SUMMARY DESCRIPTION OF CLASSIFICATION: Under direction develops, implements, and coordinates recycling programs, projects, and initiatives, with priority to school recycling, contract management, and waste reduction. Provides technical contract administration guidance and management. Plans and manages assigned programs and projects within the scope of School Energy and Recycling Team program mission while insuring the delivery of superior customer service. Coordinates the management of the recycling contract with outside vendors, including program infrastructure upgrades, changes, and improvements, and maintains program within budgetary expectations. Coordinates with appropriate county agencies, MCPS schools, central offices, and supporting organizations upon. Develops recycling program awareness and compliance training. Upon direction assists with other SERT programs and projects, such as, but not limited to energy conservation, environmental stewardship, and pilot projects.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires knowledge of all of the seven core competencies of the Supporting Services Professional Growth System (SSPGS) to include commitment to students, knowledge of job, professionalism, interpersonal, communication, organization, and problem solving. Experience in contract preparation and analysis, program planning, business operations improvement processes, training development, presentation delivery, and report preparation. Knowledge of recycling procedures and Montgomery County Recycling Regulations. Ability to collect and analyze data and prepare reports for technical and lay audiences; prepare correspondence, memorandums, training materials, and manuals; develop and produce written outreach materials and correspondence; and perform data analyses to identify trends, award incentive awards, and develop strategies resulting in improved performance. The successful applicant will possess strong analytic and problem-solving skills, and must have exceptional customer service skills. Excellent interpersonal skills and the ability to work with parents, staff and officials on a wide range of recycling issues. Ability to adapt quickly to change, to handle matters with tact, take direction, multi-task, work in a fast-paced environment and follow detailed procedures and direction. The applicant should also possess excellent written and oral communication skills. General administrative duties are required, and attention to administrative detail is a must.

EDUCATION, TRAINING, AND EXPERIENCE: : Any combination of education and experience equivalent to a bachelor's degree in environmental studies or a related field. Three to five years experience in recycling or solid waste management. Leading and coordinating training events including presentation skills a must. Strong oral, written, instructional, interpersonal, and organizational skills. Experience in supervision and working collaboratively as part of a team. Very Proficient in Microsoft Excel, PowerPoint & Access. Proficient in Word and Outlook. Web

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site design a plus.

CERTIFICATE AND LICENSE REQUIREMENTS: Possession of a valid Maryland State Noncommercial Class C (or equivalent) driver's license.

PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) Occasional work in dirty, dusty, and uncomfortable conditions. Ability to sit, stand, walk, or climb; Ability to lift up to 50 pounds and/or carry up to 25 lbs.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Occasional evening meetings and/or presentations and evening school site visits. Use of personal vehicle.

OVERTIME ELIGIBLE: No

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Work with procurement staff to refine bids and contracts to insure cost effectiveness and the delivery of effective customer service.
2. Develops and manages recycling data visits to improve program and rates.
3. Supervise recycling staff and contractors.
4. Analyze and prepare data for MCPS, County Government reporting and SERT data publishing.
5. Conduct and schedule school site visits, including evenings.
6. Attend and present to committees, school, and community groups (days and evenings).
7. Manage recycling infrastructure and hauling vendor coordination including assessments and revisions of procedures.
8. Utilize Maximo work order system to coordinate services, infrastructure and vendor pick-ups/deliveries.
9. Identify and implement strategies to encourage in-school staff and students to participate actively in school recycling programs.
10. Identify training and resource needs to maximize recycling.
11. Develop written and electronic materials and presentations to improve recycling.
12. Evaluate the relative effectiveness of different recycling promotion efforts.
13. Develop and implement plans, process improvements, and incentive programs to increase recycling percentages to meet or exceed county regulations.
14. Track customer response and program performance using databases and spreadsheets.
15. Identify strategies for providing special assistance to schools with high enrollment and community use or low recycling rates.
16. Research topics, opportunities, costs and procedures on matters relating to recycling and the environment.
17. Responds to school and facility recycling concerns positively and constructively, including site visits.
18. Support SERT in-school programs through outreach and infrastructure coordination.
19. Supports and assists SERT Program Manager, as needed.
20. And other duties as assigned.

Class Established: 10/2009

Date(s) Revised:

Last Reviewed:

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Program Assistant, SERT

MONTGOMERY COUNTY PUBLIC SCHOOLS

CLASS DESCRIPTION

OFFICIAL TITLE: Program Specialist CODE: 6150

WORKING TITLE: Program Assistant, SERT GRADE: 20

SUMMARY DESCRIPTION OF CLASSIFICATION: Under direction, performs specialized and responsible work involving system wide initiatives promoting responsible use of natural resources and environmental stewardship, collectively designated the green schools program. Promotes a culture of conservation and responsibility in the schools to reduce energy and water use through promotion of energy and environmental contests and activities, curriculum initiatives, periodic newsletters and bulletins, and formation of school-based eco-response teams (SERT) to mobilize schools for energy conservation. Assists the Green Schools Program Manager in the implementation of MCPS strategies to meet green building requirements in existing and new facilities, utilizing national best practices and standards. Seeks and administers outside resources and grants, and resources for energy and environmental projects and events. Supports execution of strategic plans for the Energy Resources Team and the Department of Facilities Management.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires knowledge of all of the seven core competencies of the Supporting Services Professional Growth System (SSPGS) to include commitment to students, knowledge of job, professionalism, interpersonal, communication, organization, and problem solving. Ability to communicate effective behavioral programs to reduce energy and water waste by staff, teachers and students. Ability to positively motivate teams and individuals to achieve program goals. Knowledge of basic energy- and water consuming equipment in schools, the relative magnitude of utility expense for various functions, and appropriate manual or automatic control measures. Basic knowledge of green building design and compliance management. Basic knowledge of federal, state, municipal and private sources of grant resources. Ability to implement grantor procedures, guidelines, preferences, and requirements and assure that MCPS applications are consistent with these criteria. Skill in basic graphic design techniques using both electronic and traditional methods and equipment. Ability to use office automation and web software, including word processing, spreadsheets, database, graphics and publication packages, email and web pages. Excellent writing and communication skills. Needed leadership skills: Organizer -- visualizes final results and directs resources for the successful completion of goals. Needed character traits: creativity, determination, enthusiasm, environmental stewardship, orderliness and resourcefulness.

EDUCATION, TRAINING, AND EXPERIENCE: Bachelor's degree from an accredited college or university. Post-graduate training or experience preferred in behavioral energy conservation programs, architectural technology and environmentally sustainable building practices. Practical experience in assisting a government or business operation, and addressing government, business or professional organizations. Other combinations of applicable education, training, and

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experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

CERTIFICATE AND LICENSE REQUIREMENTS: Leadership in Energy and Environmental Design (LEED) Accredited Professional preferred.

PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) Ability to operate a computer terminal for long periods of time and occasionally move presentation material to school meetings.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Ability to occasionally work on a flexible schedule and travel to schools as required.

OVERTIME ELIGIBLE: No

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Promotes a culture of conservation and responsibility in the schools to reduce use of natural resources, energy and water.
2. Organizes energy and environmental contests and activities and promotes participation in state and national-level contests and activities by the schools.
3. Administers mini-grants to schools for specific proposed projects.
4. Provides custom technical support to schools where requested, either directly or through consultants.
5. Under direction, prepares a periodic newsletter to highlight school activities and achievements.
6. Under general supervision issues energy conservation bulletins, flyers and email notices on specific conservation topics.
7. Provides telephone support to SERT and Green Schools to answer program questions and direct supporting resources.
8. Promotes formation of school-based eco-response teams (SERT) to mobilize schools for energy and water conservation actions. Enrolls, inspects and grades schools on SERT participation to determine financial awards.
9. Maintains the database for reporting SERT participation and registration, activities (by users), and scoring overall SERT programs.
10. Promotes MCPS recycling efforts.
11. Assists Green Schools Program Manager in coordination with MCPS staff of curriculum development, character education, and the Instructional Management System (IMS), to systematically incorporate energy and environmental content into classroom instruction.

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12. Gathers existing instructional materials from outside energy and environmental organizations and assist review and adaptation for use in MCPS.

13. Works with IMS staff to make the green curriculum widely available and used by teachers, for example, by: linking specific assignments directly to grade standards and indicators on the IMS internet site, participating in online IMS forums to promote the green curriculum, and maintaining an online newsletter within IMS devoted to energy and environmental curriculum topics.

14. Also, run contests based on use of particular modules, such as art I poster modules, and award prizes to participating classes.

15. Supports MCPS strategies to meet green building requirements.

16. Advocates guidelines for construction and maintenance of schools utilizing national best practices and standards for green buildings, according to Leadership in Energy and Environmental Design (LEED) certification requirements.

17. Seeks expansion of grant awards through direct personal contact with potential grant sources and reviews of grant literature and publications.

18. Analyzes grant opportunities for appropriateness and relevance to the green schools program.

19. Assists in writing grant proposals. Administers grants received, including grant-funded contractors or employees.

20. Maintains liaison with grantor officials as well as with county officials who may provide relevant information and focal points for coordination.

21. Implements strategic plans of the Energy Resources Team and the Department, including integrated information systems, web-based products, and alignment with energy management activities.

22. Performs related work as required.

Class Established: 8/ 04

Date(s) Revised:

Last Reviewed:

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Resource Conservation Assistant

MONTGOMERY COUNTY PUBLIC SCHOOLS

CLASS DESCRIPTION

OFFICIAL TITLE: Resource Conservation CODE: 6155
Assistant

WORKING TITLE: Resource Conservation GRADE: 17-23
Assistant

SUMMARY DESCRIPTION OF CLASSIFICATION: Under direction, performs specialized and responsible work involving system wide initiatives promoting responsible use of natural resources and environmental stewardship, collectively designated the School Energy and Recycling Team (SERT) program. Promotes a culture of conservation and responsibility in the schools to recycle and reduce energy and water use through site visits, data collection and analysis, promotion of energy and recycling contests and activities, and formation of school-based SERT teams to mobilize schools for energy conservation and recycling efforts. Entry-level assignments (Grades 17 and 18) include conducting quarterly data visits to monitor energy use and promoting and assisting schools with recycling. Higher-level assignments (Grades 19 through 22) include conducting trainings, facilitating meetings, developing presentations, and representing the program at various venues. Higher levels also engage schools into a comprehensive recycling and energy conservation program; monitor EMS systems, utility data, and ICB scheduling conduct energy audits and surveys to recommend conservation measures; and trains building services staff in conservation practices and procedures.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires knowledge of all of the seven core competencies of the supporting Services Professional Growth system (SSPGS) to include commitment to the student, professional, interpersonal, communication, organization, problem solving and knowledge of job. Grade 17: Requires high school diploma with considerable work experience, preferably in MCPS. Basic knowledge of central plant equipment, air and water distribution systems. Basic knowledge of operational energy conservation strategies suitable for institutional buildings. Working knowledge of basic PC operation including use of MS Word, Excel and Outlook. Ability to plan time and logistics within directed activity scope and represent SERT at school staff meetings. Grade 18: In addition to the knowledge, skills and abilities (KSA's) noted above, requires successful completion of boiler plant operator training, ability to compose letters, memos and emails and to provide basic assistance, ability to motivate and encourage appropriate behaviors, recruit and support schools in conservation and recycling programs, use real-time utility metering interfaces and analyze data to detect waste. Ability to develop PowerPoint presentations appropriate for established audiences. Grade 19: In addition to all KSA's noted above, requires successfully demonstrated ability to manipulate and analyze data, firmly redirect inappropriate actions and overcome recalcitrance, identify and manage projects at schools, use web interfaces to determine space temperatures and equipment status; basic knowledge of EMS systems to verify status; independently assess temperature issues including calibration projects; demonstrate basic project management leadership skills. Grade 20: In addition to all KSA's noted above, requires ability to

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engage disadvantaged groups in productive programs; manage system-wide conservation projects funded by loans, grants, or current operating funds; ability to integrate information from previous sources, compare to ICB/CUPF scheduling and optimize EMS scheduling; working knowledge of basic VAV and ERU systems; successfully demonstrated ability to present to authorized Non-MCPS audiences through developing multi-media presentations. Grade 21: In addition to all KSA's noted above, requires ability to develop and manage use of multi-media presentations and flyers for educational purposes; knowledge of marketing techniques, persuasive writing, and high-level graphic design for program materials; ability to collaborate and manage schools SERT efforts through online systems Maximo, database management and ability to collaborate with MCPS divisions/units; ability to analyze recycling data to troubleshoot and resolve recycling hurdles preventing schools from success; comprehensive operating, maintenance, and energy optimization knowledge of building mechanical, electrical, controls, and plumbing systems; develop and utilize facilitative leadership skills. Grade 22: In addition to all KSA's noted above, requires in depth knowledge of competing programs in schools and ability to engage high schools into a comprehensive program which exceeds the standards set through SERT Matrix; ability to engage multiple staff in an integrated green program enhancing operations and promoting existing curriculum supporting green Ability to establish temperature data and energy data through various interfaces to analyze use and troubleshoot institutional building systems for energy waste. Knowledge of EMS web interface systems and ICB scheduling.

EDUCATION, TRAINING, AND EXPERIENCE: High School required. (bachelors degree preferred) Experience preferred in promoting conservation programs, basic EMS and HVAC systems and environmentally sustainable building practices. Experience in marketing incentives performance programs and developing standard practices and relationships to encourage participation is required. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform successfully in the position may be considered.

CERTIFICATE AND LICENSE REQUIREMENTS: Class C Maryland Drivers License; Successful completion of MCPS Boiler Plant Operator class; successful completion of coursework in advanced plan equipment operations (HVAC)

PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) Requires walking or standing for long periods; lifting and carrying up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and ability to operate computer. Must be able to climb ladders and scaffolding.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Frequent evening work required.

OVERTIME ELIGIBLE: No

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Coordinates the MCPS recycling and resource conservation programs.

Assists school staff and students in forming teams to encourage a culture of conservation.

Works closely with school team leaders in providing resources to engage students into

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investigation-based activities and recycling programs. Visits schools quarterly to assess energy points and behavior components of program expectations. Analyzes energy data to troubleshoot energy waste.

Works with MCPS departments and divisions to increase energy-efficiency and recycling rates system-wide.

Maintains positive relationships and customer-service focused attitude when visiting schools to engage teams of administrators, students, staff, and building service managers into conservation management.

Supports MCPS strategies to meet green building requirements.

Implements strategic plans of the SERT program and the Department of Facilities Management, including integrated information systems, web-based products, and alignment with energy management activities.

Maintains data, files, and records, for approximately 70 schools.

Performs related work as required.

Class Established: 2000

Date(s) Revised: 10/09

Last Reviewed:

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SERT Program Technician

MONTGOMERY COUNTY PUBLIC SCHOOLS

CLASS DESCRIPTION

OFFICIAL TITLE: Program Technician CODE: 6070

WORKING TITLE: SERT Program Technician GRADE: 17

SUMMARY DESCRIPTION OF CLASSIFICATION: Under direction, performs specialized and responsible work involving system wide initiatives promoting responsible use of natural resources and environmental stewardship, collectively designated the School Energy and Recycling (SERT) program. Promotes a culture of conservation and responsibility in the schools to recycle and reduce energy and water use through promotion of energy and recycling contests and activities, curriculum initiatives, periodic newsletters and bulletins, and formation of school-based SERT teams to mobilize schools for energy conservation and recycling efforts. Assists the SERT program manager in the implementation of MCPS strategies to meet program goals by utilizing national best practices and standards. Supports execution of strategic plans for the SERT Program and the Department of Facilities Management.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires knowledge of all of the seven core competencies of the Supporting Services Professional Growth System (SSPGS) to include commitment to students, knowledge of job, professionalism, interpersonal, communication, organization, and problem solving. Ability to communicate effective behavioral programs to reduce energy and water waste and increase recycling rates by staff, teachers, and students. Ability to positively motivate teams and individuals to achieve program goals. Knowledge of basic energy and water consuming equipment in schools, the relative magnitude of utility expense for various functions, and appropriate manual or automatic control measures. Basic knowledge of the recycling program infrastructure to assist in promotion and support of the program. Basic knowledge of federal, state, municipal and private sources of grant resources. Skills in electronic graphic design techniques using both electronic and traditional methods and equipment. Ability to use office automation and web design software, including word processing, spreadsheets, database, graphics, and publication packages. Administrative skills including typing, filing, and calendar coordination. Excellent writing, editing, and communication skills. Needed leadership skills: Organizer -- visualizes final results and directs resources for the successful completion of goals. Needed character traits: initiative, creativity, respect, determination, enthusiasm, environmental stewardship, and resourcefulness.

EDUCATION, TRAINING, AND EXPERIENCE: High School required. (BA preferred) Experience preferred in promoting conservation programs, web/graphic design, and environmentally sustainable building practices. Practical experience in assisting in designing web sites, developing incentives to attract participation in energy and product conservation. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

CERTIFICATE AND LICENSE REQUIREMENTS: None

PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent

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climbing.) Ability to operate a computer terminal for long periods of time and occasionally move presentation material to school meetings.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Ability to occasionally work on a flexible schedule and travel to schools as required.

OVERTIME ELIGIBLE: No

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Promotes a culture of conservation and responsibility in the schools to reduce use of natural resources, including energy and water.
2. Provides administrative support including typing of memos and mass e-mails, development and maintenance of active school files and other administrative duties as assigned.
3. Maintains the SERT and recycling website, including development of program materials, graphic design, and posting.
4. Provides telephone support to SERT to answer program questions and direct supporting resources.
5. Provides administrative support to the SERT facilitators and SERT program manager in preparation of promotional packets, appointment scheduling, restocking program resources and supplies, coordination of schedules including school data visits and school meetings as requested by SERT program manager.
6. Maintains the team schedule and provides administrative support to team including composing and typing of correspondence for SERT program.
7. Assist in enrolling, inspecting and grading schools on SERT participation to determine financial awards and opportunities for recognition.
8. Gathers existing instructional materials from outside energy, recycling, and environmental organizations and assist review and adaptation for use in MCPS.
9. Assists in the promotion of the recycling program to increase recycling rates system-wide, and in the development of program material for energy conservation and recycling initiatives.
10. Supports the SERT Program Manager in continuous improvement of program resources, materials, and initiatives.
11. Organizes energy, environmental, and recycling contests and activities.
12. Researches and promotes participation in state and national-level contests and activities that are aligned with recycling and energy conservation to the schools.
13. Assists in aligning schools with pre-existing partnership program opportunities that support

Appendix C-Job Descriptions

energy conservation and recycling.

14. Works closely with the environmental recycling coordinator to insure that SERT and recycling initiatives are aligned and promoted.

15. Administers incentive based programs to schools for specific proposed projects as developed. Under direction, prepares a periodic newsletter to highlight school activities and achievements. Under general supervision issues energy conservation bulletins, flyers and email notices on specific conservation and recycling topics.

16. Tracks participation in the program on a school-by-school basis including energy and recycling rates for active school database.

17. Collaborates with MCPS departments and divisions to assist in the coordination or programs at the school level to increase participation, energy savings and recycling rates.

18. Assists SERT program manager in coordination with MCPS staff of curriculum development, character education, and the Instructional Management System (IMS), to systematically incorporate energy, recycling, and environmental content into classroom instruction.

19. Supports MCPS strategies to meet green building requirements. Implements strategic plans of the SERT program and the Department of Facilities Management, including integrated information systems, web-based products, and alignment with energy management activities.

20. Performs related work as required.

Class Established: 9/08

Date(s) Revised:

Last Reviewed:

Appendix C-Job Descriptions

Recycling Technician

MONTGOMERY COUNTY PUBLIC SCHOOLS

CLASS DESCRIPTION

OFFICIAL TITLE: Program Technician CODE: 6070

WORKING TITLE: Recycling Technician GRADE: 17

SUMMARY DESCRIPTION OF CLASSIFICATION: Under supervision assists in development, implementation, and coordination of the MCPS recycling program. Implements recycling procedures to facilitate waste reduction in all MCPS facilities; supports the schools in recycling efforts and works with contracted recycling haulers. Develops and recommends procedures to improve, encourage and assist school staff to form SERT teams to sort recyclables from waste. Also visits schools and facilities to instruct staff in recycling procedures to promote recycling efforts. Coordinates with the contract waste hauler for timely pick ups, schedule updates and changes, and other matters as they arise. Periodic reports on recycling performance, coordination of Maximo work orders pertaining to recycling support, and maintenance of related records and files, are required. Assignments will involve contract monitoring, energy conservation support, and delivery of supporting recycling infrastructure. Assists with other SERT programs and projects, such as, but not limited to energy conservation, environmental stewardship, and pilot projects.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires knowledge of all of the seven core competencies of the Supporting Services Professional Growth System (SSPGS) to include commitment to students, knowledge of job, professionalism, interpersonal, communication, organization, and problem solving. Knowledge of school recycling stream procedures, best practices, and County Recycling Regulations. Experience in providing superior customer service and resolving customer complaints. Ability to assess quickly, follow procedures and directions, and communicate effectively with schools regarding recycling programs. Ability to work with databases and other technology tools to manage day-to-day operations. The successful applicant will have the ability to communicate clearly and positively, work in a fast-paced environment, and adapt to change quickly. The applicant should also possess good written and oral communication skills. General administrative duties are required, and attention to administrative detail is a must.

EDUCATION, TRAINING, AND EXPERIENCE: : One to three years experience in recycling or related service oriented field. Previous customer service experience necessary. Strong oral, written, interpersonal, and organizational skills. Experience in working collaboratively with internal departments, divisions, and offices and customers. Proficient in Microsoft Excel, Outlook, Word, & Access. Web design a plus.

CERTIFICATE AND LICENSE REQUIREMENTS: Possession of a valid Maryland State Noncommercial Class C (or equivalent) driver's license.

PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) Occasional work in dirty, dusty, and uncomfortable conditions; Ability to sit, stand, walk, or climb; Ability to lift up to 50 pounds and/or carry up to 25 lbs.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Evening school

Appendix C-Job Descriptions

visits, meetings, as required.

OVERTIME ELIGIBLE: No

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Support SERT in-school programs through outreach and infrastructure coordination including deliveries.
2. Assist in preparation of data for reporting and publishing.
3. Conduct during and after-hours site visits to schools and facilities to assess effectiveness of recycling program including, but not limited to, dumpster inspections.
4. Assist in the preparation of presentations of program materials to schools and various committees as needed (days and evenings).
5. Assist in the coordination of recycling infrastructure delivery, set-up, and placement.
6. Utilize Maximo work order system to coordinate services, infrastructure, and vendor pick-ups/deliveries.
7. Recommend strategies to develop in-school staff to participate in school recycling programs.
8. Prepare and compile written and electronic materials and presentations to improve recycling.
9. Provide input in evaluating the relative effectiveness of different recycling promotional efforts.
10. Upon request, provide input in plans, process improvements, and incentive programs to increase recycling percentages to meet or exceed county regulations.
11. Implement strategies to provide special assistance to schools with high enrollment and community use or low recycling rates.
12. Deliver promotional material to support and encourage recycling and energy conservation.
13. Conduct recycling data visits as assigned.
14. Remain positive and provide customer service where we are closing the loop to ensure customer satisfaction.
15. Support SERT program and staff, as needed.
16. Other duties as assigned.

Class Established: 10/2009

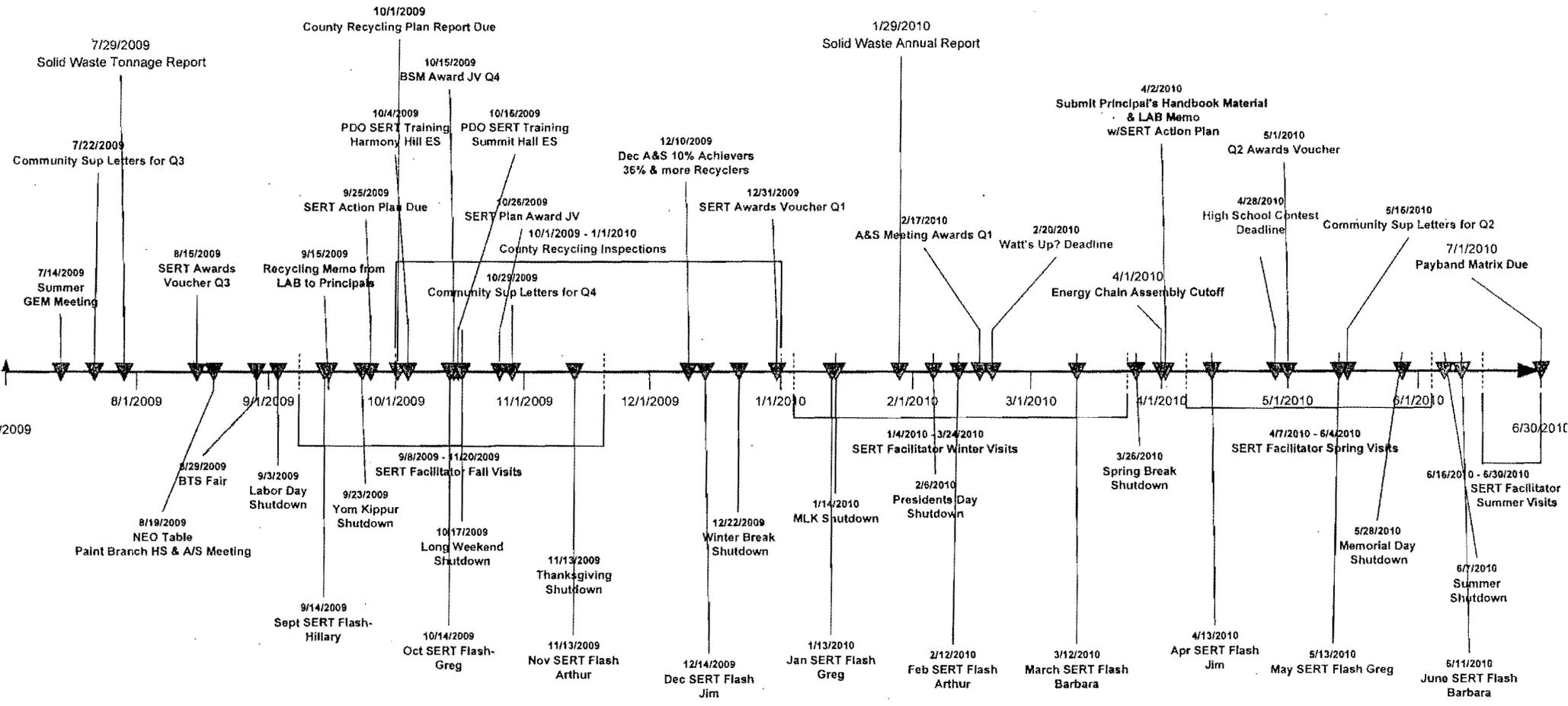
Date(s) Revised:

Last Reviewed:

SERT Program Implementation

FY 2010

Appendix D



Appendix E
RECYCLING PICK UP FREQUENCY WITH DUMPSTER SIZE AND QUANTITY

<u>LOCATION</u>	<u>QUANTITY</u>	<u>COMMINGLED</u>	<u>PICK-UP DAYS</u>	<u>QUANTITY</u>	<u>CARDBOARD</u>	<u>PICK-UP DAYS</u>
ALBERT EINSTEIN HS	1	2YD	M-W	1	8YD	M-W
ARCOLA ES	1	2YD	W-F	1	8YD	W-F
ARGYLE MS	1	2YD	M-W	1	8YD	M-W-F
ASHBURTON ES	3	64Gal	M-W	1	8YD	M
BANNOCKBURN ES	3	64Gal	M-W	1	8YD	M-W
BEALL ES	3 & 1	64Gal & 2YD	M-TH	1	8YD	M-TH
BEL PRE ES	1	2YD	W-F	1	8YD	W-F
BELLS MILL ES	1	2YD	M-W	1	8YD	M-W
BELMONT ES	3	64Gal	T-F	1	8YD	T-F
BENJAMIN BANNEKER MS	7	64Gal	F	1	8YD	W-F
BETHESDA-CHEVY CHASE HS	1 & 1	2YD & 4YD	M-W	1	8YD	M-W-F
BETHESDA ES	1	2YD	M-W	1	8YD	M
BETHESDA MAINT AND TRANSP	2 & 1	64Gal & 2YD	M	1	8YD	M
BEVERLY FARMS ES	1	2YD	M-W	1	8YD	M
BRADLEY HILLS ES	1	2YD	M-W	1	8YD	M
BRIGGS CHANEY MS	1	4YD	F	1	8YD	W-F
BROAD ACRES ES	1	2YD	W-F	1	8YD	W-F
BROOKE GROVE ES	7	64Gal	T-F	1	8YD	T
BROOKHAVEN ES	1	2YD	T-F	1	8YD	T
BROWN STATION ES	1	2YD	T-TH	1	8YD	TH
BURNING TREE ES	1	2YD	M-W	1	8YD	M
BURNT MILLS ES	1	2YD	W-F	1	8YD	F
BURTONSVILLE ES	1	2YD	W-F	1	4YD	W-F
CANDLEWOOD ES	1	2YD	T-TH	1	8YD	T
CANNON ROAD ES	1	2YD	W-F	1	8YD	F
CAPT JAMES E. DALY ES	1	2YD	T-TH	1	8YD	T-TH
CARL SANDBURG LEARNG CNTR	2	64Gal	F	1	2YD	F
CARVER EDUCATIONL SVC CTR	1	2YD	F	2	8YD	M-T-W-TH-F
CASHELL ES	1	4YD	T	1	8YD	T
CEDAR GROVE ES	1	2YD	T-TH	1	8YD	T-TH
CHEVY CHASE ES	1	2YD	M-W	1	8YD	M

Appendix E
RECYCLING PICK UP FREQUENCY WITH DUMPSTER SIZE AND QUANTITY

<u>LOCATION</u>	<u>QUANTITY</u>	<u>COMMINGLED</u>	<u>PICK-UP DAYS</u>	<u>QUANTITY</u>	<u>CARDBOARD</u>	<u>PICK-UP DAYS</u>
CLARKSBURG ES	1	2YD	T-TH	1	8YD	TH
CLARKSBURG HS	1	4YD	T-TH	2	8YD	T-TH
CLARKSBURG MAINT TRANSPOR	1	2YD	TH	1	8YD	TH
CLEARSPRING ES	1	2YD	T-TH	1	8YD	T
CLOPPER MILL ES	1	4YD	T-TH	1	8YD	TH
CLOVERLY ES	1	2YD	W-F	1	8YD	W
COL. ZADOK MAGRUDER HS	1 & 1	2YD & 4YD	T-F	2	8YD	T-F
COLD SPRING ES	1	2YD	M-W	1	8YD	W
COL. E. BROOKE LEE MS	1	2YD	F	1	8YD	W-F
COLLEGE GARDENS ES	1	2YD	M-TH	1	8YD	M-TH
CONCORD SCHOOL	2	64Gal	M	1	8YD	M
DAMASCUS ES	1	2YD	T-TH	1	8YD	T-TH
DAMASCUS HS	2	6YD	T	2	8YD	T-TH
DARNESTOWN ES	1	4YD	T-TH	1	8YD	TH
DIAMOND ES	1	4YD	T-TH	1	8YD	TH
DR. CHARLES R. DREW ES	1	2YD	W-F	1	8YD	F
DR. SALLY K. RIDE ES	1	2YD	T-TH	1	8YD	T
DUFIEF ES	1	4YD	T-TH	1	8YD	TH
EARLE B. WOOD MS	10 & 1	64Gal & 2YD	T	2	8YD	T-F
EAST SILVER SPRING ES	1	2YD	W-F	1	8YD	F
EASTERN MS	1	2YD	W-F	2	8YD	W-F
EDWARD TAYLOR LEARNNG CTR	3	64Gal	TH	1	8YD	TH
EMORY GROVE CENTER	1	2YD	T	1	8YD	T
FAIRLAND CENTER-CRESTHAVEN ES	1	2YD	W-F	1	8YD	F
FAIRLAND ES	1	2YD	W-F	1	8YD	F
FALLSMEAD ES	1	4YD	M-TH	1	8YD	M
FIELDS ROAD ES	3	64Gal	T-TH	1	8YD	TH
FLOWER HILL ES	1	2YD	T-TH	1	8YD	TH
FLOWER VALLEY ES	3	64Gal	T-F	1	2YD	T-F
FOOD SERVICE WAREHOUSE	28	64Gal	T-TH	1	2YD	TH
FOREST KNOLLS ES	1	2YD	W-F	1	8YD	F
FOREST OAK MS	1	2YD	T-TH	1	8YD	T-TH

Appendix E
RECYCLING PICK UP FREQUENCY WITH DUMPSTER SIZE AND QUANTITY

<u>LOCATION</u>	<u>QUANTITY</u>	<u>COMMINGLED</u>	<u>PICK-UP DAYS</u>	<u>QUANTITY</u>	<u>CARDBOARD</u>	<u>PICK-UP DAYS</u>
FOX CHAPEL ES	1	2YD	T-TH	1	8YD	T-TH
FRANCIS SCOTT KEY MS	1	2YD	F	1	8YD	W-F
GAITHERSBURG ES	1	4YD	TH	1	8YD	T-TH
GAITHERSBURG HS	1	2YD	TH	2	8YD	T-TH
GAITHERSBURG MS	1	2YD	T	1	8YD	T-TH
GALWAY ES	1	2YD	W-F	1	8YD	F
GARRETT PARK ES	1	2YD	M-W	1	8YD	M
GEORGIAN FOREST ES	1	2YD	W-F	1	8YD	F
GERMANTOWN ES	1	2YD	T-TH	1	8YD	T-TH
GLEN HAVEN ES	1	2YD	M-W	1	8YD	M-W-F
GLENALLAN ES	1	2YD	W-F	1	8YD	W-F
GOSHEN ES	1	2YD	T-TH	1	8YD	T
GREAT SENECA CREEK ES	1	2YD	T-TH	1	4YD	T-TH
GREENCASTLE ES	1	2YD	W-F	1	8YD	F
GREENWOOD ES	1	2YD	T-F	1	8YD	T
GROSVENOR CENTER-TAKOMA PARK ES	1	2YD	M-W	1	8YD	M-W
HADLEY FARMS ALTERNATIVE	2	64Gal	T	1	8YD	T
HARMONY HILLS ES	1	2YD	M-W	1	8YD	M
HERBERT HOOVER MS	1	4YD	W	2	8YD	M-W
HIGHLAND ES	1	4YD	W-F	1	8YD	F
HIGHLAND VIEW ES	3	64Gal	W-F	1	2YD	W-F
JACKSON ROAD ES	1	2YD	W-F	1	8YD	F
JAMES HUBERT BLAKE HS	3	2YD	W	2	8YD	W-F
JOHN F. KENNEDY HS	1	2YD	W-F	2	8YD	M-W-F
JOHN POOLE MS	6	64Gal	TH	1	8YD	TH
JOHN T. BAKER MS	1	2YD	T	1	8YD	T-TH
JONES LANE ES	1	2YD	T-TH	1	8YD	T-TH
JUDITH A. RESNICK ES	1	4YD	T-TH	1	8YD	T
JULIUS WEST MS	1	2YD	TH	1	8YD	M-TH
KEMP MILL ES	1	2YD	W-F	1	8YD	F
KENSINGTON PARKWOOD ES	1	2YD	M-W	1	8YD	M
KINGSLEY WILDERNESS CTR	2	64Gal	TH	1	2YD	TH

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KINGSVIEW MS	1	2YD	T	1	8YD	T-TH
LAKE SENECA ES	1	2YD	T	1	2YD	TH
LAKELANDS PARK MS	1	4YD	T	1	8YD	T-TH
LAKEWOOD ES	1	2YD	M-TH	1	8YD	TH
LATHROP E SMITH EDUC CTR	3	64Gal	F	1	8YD	T-F
LAYTONSVILLE ES	1	2YD	T-TH	1	8YD	T
LINCOLN CENTER WAREHOUSE	1	2YD	F	4	8YD	M-W-TH-F
LITTLE BENNETT ES	1	2YD	T-TH	2	4YD	T-TH
LOIS P. ROCKWELL ES	1	2YD	T-TH	1	8YD	T
LUCY V. BARNSLEY ES	1	2YD	T-F	1	8YD	T
LUXMANOR ES	1	2YD	M-W	1	8YD	M
LYNNBROOK CENTER	1	64Gal	M	1	8YD	M
A. MARIO LOIEDERMAN MS	1	2YD	W-F	1	8YD	M-W-F
BLAIR G. EWING CENTER	1	2YD	T	1	8YD	T
MARTIN LUTHER KING MS	1	2YD	TH	1	8YD	T-TH
MARYVALE ES	1	2YD	T-TH	1	8YD	T
MEADOW HALL ES	1	2YD	T-F	1	8YD	F
MILL CREEK TOWNE ES	1	4YD	T-TH	1	8YD	T-TH
MONOCACY ES	1	2YD	TH	1	8YD	TH
MONTGOMERY BLAIR HS	3	2YD	M-W	2	8YD	M-W-F
MONTGOMERY KNOLLS ES	1	2YD	W-F	1	8YD	W
MONTGOMERY VILLAGE MS	1	2YD	T-TH	2	8YD	T-TH
MONTROSE CENTER	1	2YD	M	1	8YD	M
NEELSVILLE MS	1	2YD	T-TH	1	8YD	T-TH
NEW HAMPSHIRE ESTATES ES	1	2YD	W-F	1	8YD	F
NEWPORT MILL MS	2 & 1	64Gal & 2 YD	M	1	8YD	M-W
NORTH BETHESDA MS	1	2YD	M	1	8YD	M-W
NORTH CHEVY CHASE ES	1	2YD	M-W	1	2YD	M-W
NORTH LAKE - FARMLAND ES	1	2YD	T-F	1	8YD	T
NORTHWEST HS	1	4YD	T	2	8YD	T-TH
NORTHWOOD HS	1	2YD	F	2	8YD	M-W-F
OAKLAND TERRACE ES	1	4YD	M-W	1	8YD	M

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OAK VIEW ES	1	2YD	W-F	1	8YD	W-F
OLNEY ES	3	64Gal	T-F	1	8YD	F
PAINT BRANCH HS	1	4YD	W-F	2	8YD	W-F
PARKLAND MS	1	4YD	T	1	8YD	T-F
PINE CREST ES	4	64Gal	W-F	1	4YD	F
PINEY BRANCH ES	5	64Gal	W-F	1	8YD	F
POOLESVILLE ES	1	2YD	T-TH	1	8YD	TH
POOLESVILLE HS	1 & 1	2YD & 4YD	TH	3	8YD	TH
POTOMAC ES	1	4YD	M	1	8YD	M
PRINT SHOP	1	90 Gal	W	2	8YD	M-W
QUINCE ORCHARD HS	2	2YD	TH	2	8YD	M-W-F
RACHEL CARSON ES	1	2YD	T-TH	1	8YD	T-TH
RADNOR CENTER-CARDEROCK SPRINGS ES	1	2YD	M-W	1	8YD	M
RANDOLPH MAINT AND TRANSP	3 & 1	64Gal & 2YD	F	1	8YD	F
RANDOLPH MAINTENANCE	1	90Gal	F	1	8YD	F
REDLAND MS	1	4YD	F	1	8YD	T-F
RICHARD MONTGOMERY HS	1	2YD	TH	2	8YD	T-TH
RIDGEVIEW MS	1	2YD	T-TH	1	8YD	T-TH
RITCHIE PS	1	4YD	M-W	1	8YD	M
ROBERT FROST MS	1	4YD	TH	1	8YD	M-TH
ROBERTO W. CLEMENTE MS	1	2YD	T	1	8YD	T-TH
ROCK CREEK FOREST ES	3	64Gal	M-W	1	8YD	M-W
ROCK CREEK VALLEY ES	3	64Gal	T-F	1	8YD	T
ROCK TERRACE SCHOOL	3	64Gal	TH	1	2YD	M-TH
ROCK VIEW ES	1	2YD	M-W	1	8YD	M-W
ROCKINGHORSE ROAD CENTER	2	64Gal	M	1	8YD	M
ROCKVILLE HS	8 & 1	64Gal & 2YD	T-F and T	2	8YD	T-F
ROCKY HILL MS	1	4YD	T-TH	1	8YD	T-TH
ROLLING TERRACE ES	1	4YD	W-F	1	8YD	W-F
RONALD MCNAIR ES	1	2YD	T-TH	1	8YD	TH
ROSA M. PARKS MIDDLE	1	4YD	T	1	8YD	T-F
ROSCOE R. NIX ES	1	2YD	W-F	1	8YD	W-F

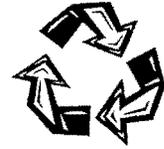
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RECYCLING PICK UP FREQUENCY WITH DUMPSTER SIZE AND QUANTITY

<u>LOCATION</u>	<u>QUANTITY</u>	<u>COMMINGLED</u>	<u>PICK-UP DAYS</u>	<u>QUANTITY</u>	<u>CARDBOARD</u>	<u>PICK-UP DAYS</u>
ROSEMARY HILLS ES	1	2YD	M-W	1	8YD	M
ROSEMONT ES	1	2YD	T-TH	1	8YD	T-TH
S. CHRISTA MCAULIFFE ES	1	2YD	T-TH	1	8YD	TH
SARGEANT SHRIVER ES	1	2YD	M-W	1	8YD	M-W
SENECA VALLEY HS	1	4YD	T-TH	1	8YD	M-W-F
SEQUOYAH ES	1	4YD	T	1	8YD	T
SEVEN LOCKS ES	2	64Gal	M-W	1	8YD	M
SHADY GROVE MS	1	2YD	TH	1	8YD	T-TH
SHADY GROVE SERVICE PARK	2 & 1	96Gal & 2YD	TH	2	8YD	T-TH
SHERWOOD ES	1	2YD	T-F	1	8YD	T
SHERWOOD HIS	10 & 1	64Gal & 2YD	T	1	8YD	T-F
SILVER SPRING INTERNATIONAL MS	1	6YD	W-F	1	8YD	W-F
SLIGO CREEK ES	1	4YD	W-F	1	8YD	W-F
SLIGO MS	1	2YD	W-F	1	8YD	W-F
SOMERSET ES	3	64Gal	M-W	1	4YD	M-W
SOUTH LAKE ES	1	2YD	T-TH	1	8YD	T-TH
SPARK M. MATSUNAGA	1	6YD	T-TH	1	8YD	T-TH
SPRING MILL CENTER	3	64Gal	F	1	8YD	F
SPRINGBROOK HS	6 & 1 & 1	64Gal & 2YD & 4YD	M	1	8YD	M-W-F
STEDWICK ES	1	4YD	T-TH	1	8YD	TH
STEPHEN KNOLLS SCHOOL	3	64Gal	M-W	1	8YD	M
STONE MILL ES	1	4YD	T-TH	1	8YD	TH
STONEGATE ES	1	2YD	W-F	1	8YD	F
STRATHMORE ES	1	2YD	W-F	1	8YD	W-F
STRAWBERRY KNOLL ES	1	2YD	T-TH	1	8YD	T
SUMMIT HALL ES	1	2YD	T-TH	1	8YD	TH
TAKOMA PARK MS	1	2YD	W-F	1	8YD	W-F
THOMAS EDISON HIGH	5	64Gal	W	1	8YD	W-F
THOMAS W. PYLE MS	1	4YD	M-W	1	8YD	M-W-F
THOMAS WOOTTON HS	2	2YD	TH	2	8YD	M-TH
THURGOOD MARSHALL ES	1	2YD	T-TH	1	8YD	TH
TILDEN CENTER-CABIN JOHN MS	1	2YD	M	1	8YD	M-W

Appendix E
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<u>LOCATION</u>	<u>QUANTITY</u>	<u>COMMINGLED</u>	<u>PICK-UP DAYS</u>	<u>QUANTITY</u>	<u>CARDBOARD</u>	<u>PICK-UP DAYS</u>
TILDEN MS	1	2YD	M	1	8YD	M-W
TRAVILAH ES	2	96Gal & 2YD	T-TH	1	8YD	T-TH
TWINBROOK ES	1	4YD	M-W	1	8YD	M-W
VIERS MILL ES	1	4YD	M-W	1	8YD	M-W
WALT WHITMAN HS	1 & 1	2YD & 6YD	M-W	2	8YD	M-W
WALTER JOHNSON HS	1	4YD	M	2	8YD	M-W
WASHINGTON GROVE ES	1	2YD	T-TH	1	8YD	TH
WATERS LANDING ES	1	2YD	T-TH	1	8YD	TH
WATKINS MILL ES	1	2YD	T-TH	1	8YD	T
WATKINS MILL HS	2	2YD	T-TH	1	8YD	T-TH
WAYSIDE ES	1	4YD	M-W	1	8YD	M
WELLER ROAD ES	1	4YD	M-W	1	8YD	M-W
WEST FARM TRANSPORTATION	2 & 1	64Gal & 2YD	W-F	1	8YD	W
WESTBROOK ES	1	2YD	M-W	1	8YD	M
WESTLAND MS	1	2YD	M	1	8YD	M-W
WESTOVER ES	3	64Gal	W-F	1	8YD	F
WHEATON HS	9	64Gal	F	1	8YD	W-F
WHEATON WOODS ES	1	2YD	M-W	1	8YD	M
WHETSTONE ES	1	2YD	T-TH	1	8YD	T
WHITE OAK MS	1	2YD	M-W	1	8YD	M-W-F
WILLIAM B. GIBBS, JR ES	1	4YD	TH	1	8YD	T-TH
WILLIAM H. FARQUHAR MS	1	2YD	F	1	8YD	T-F
WILLIAM TYLER PAGE ES	1	2YD	W-F	1	8YD	F
WINSTON CHURCHILL HS	1 & 1	2YD & 4YD	M-W	2	8YD	M-W
WOOD ACRES ES	1	2YD	M-W	1	8YD	M-W
WOODFIELD ES	1	2YD	T-TH	1	8YD	T
WOODLIN ES	1	2YD	M-W	1	8YD	M
WYNGATE ES	3	64Gal	M-W	1	8YD	M

Appendix F



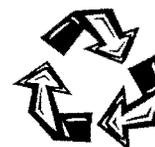
Recycling Assessment

Depot:	Name of School:	Administrator:
Facility #:	Prior Year Recycling %:	Current Recycling %:
Staff:	Recycling Coordinator:	Team:
Date:	Type of assistance:	Proj. Date Order:
		Revisit Date:

Area	Existing Paper Recycling Bins (P)	Existing Commingled (C)	Trash (T)	Centralized Stations (S)	Recommendations # - Item
Front Entrance					
Gym Entrance					
Admin Office					
Work Room					
Health Room					
Media Center					
Staff Lounge					
Conference Room					
Gym					
Cafeteria					
Kitchen					
1 st Floor Classrooms/Team					
1 st Floor Hallways					
2 nd Floor Classrooms/Team					
2 nd Floor Hallways					
3 rd Floor Classrooms/Team					
3 rd Floor Hallways					
Lower Level Classrooms/Team					
Lower Level Hallways					
Computer Labs					
Shop & Tech Labs					

Appendix F

Athletic Fields					



Loading Dock Inspection:

Trash:

Findings: excellent good fair poor

Notes:

Recycling:

Findings: excellent good fair poor

Notes:

Paper:

Findings: excellent good fair poor

Notes:

Commingled:

Findings: excellent good fair poor

Notes:

Alternative Recycling Programs:

School Based:

Existing: y/n If yes, _____

Reporting: y/n When, format, to whom: _____

Recommendations:

Community Based:

Type:

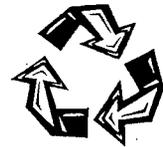
Reporting:

Timing: monthly quarterly annual seasonal

Recommendations:



Recycling Recommendations



Based on a recycling infrastructure inspection conducted at your school, it was determined that the following bins and infrastructure are needed to significantly improve your recycling performance.

Currently, _____ (name of school), is recycling at a rate of % ____; last year name of school achieved an annual recycling rate of % _____. To improve this rate to meet the benchmark set by the Montgomery County Government of 36%, we recommend the following improvements to improve your recycling program:

Classrooms, Team rooms, and offices are required to have a paper recycling bin and a trash can. To meet this requirement, it is recommended that name of school purchase ____ desk side bins (Warehouse #0611925). Order labels from SERT.

In high schools it is required that each classroom have a commingled bin. To meet this requirement, it is recommended that _____ commingled bins with lids be purchased (Warehouse #0611912 – lid, #0611930 Slim Jim). Order labels from SERT.

In the cafeteria it is required there be accessible commingled bins and trash receptacles. To meet this requirement, it is recommended that _____ commingled bins with lids be purchased (Warehouse #0611912 – lid, #0611930 Slim Jim). SERT also recommends an additional ____ of trash cans.

In hallways it is recommended that centralized stations be set up to be accessible in each hallway. These stations require 3 Slim Jims and two lids for each additional station. SERT recommends the addition of _____ centralized stations.

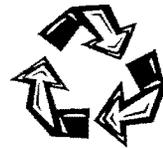
Appendix F

(Warehouse #0611912 (1 lid), #0611290 (1 lid), and three Slim Jim containers #0611930).

In the kitchen it is recommended there be accessible recycling containers for commingled containers. Due to the large nature of cans and bottles, SERT recommends using a properly labeled Brute can (Warehouse #0611920). We recommend ____ Brute cans for the kitchen.

Should you prefer 35 or 50 gallon recycling containers, they are available through the General Store (information on Page 4).

We encourage schools to utilize SERT award funds to cover the costs of this additional infrastructure.



Recommendations for Improvement/Compliance

Type of Bin	Order #	Quantity	Cost*	Total
Desk side Recycle	0611925		\$2.67	
Slim Jim	0611930		\$23.90	
Paper Lid	0611910		\$21.54	
Can/Bottle Lid	0611912		\$21.54	
Brute	0611920		\$18.68	
Brute Dolly	0611798		\$23.25	
Gray Trash 20 gallon	0611063		\$12.72	
Waste Basket 14" metal	0611579		\$7.18	
General Store	Search Word: "Rubbermaid"			
35 Gal square		4/case	\$250.28	
35 Gal lid (p)		4/case	\$155.75	

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35 Gal lid (c)		4/case	\$135.22	
50 Gal square		4/case	\$377.59	
Labels			Free	
Posters			Free	

For more information on recycling program guidelines and regulations, please visit our website at www.greenschoolsfocus.org

<http://www.montgomeryschoolsmd.org/departments/facilities/greenschoolsfocus/pdf/ecfrc.pdf>
<http://www.montgomerycountymd.gov/apps/dep/solidwaste/store/documents/ER15-04.pdf>

*costs subject to change by Procurement – SERT updates this list during the summer months.

Appendix G
MCPS RECYCLING VENDOR LIST

Items	Vendor	Pick-up Locations	Container Type	Frequency	Market
Anti Freeze	Hydrocarbon Recovery Services Inc.	Multiple MCPS loactions--(See Appendix H)	55 gal. drums	(See Appendix H)	Reprocessed
Batteries	Best Batteries	All Maintenance Depots	Truck	As needed	Shipped back to Exide Battery Corp.
Books	Book Project of the World Bank Family Network	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	Boxes on pallet	As available	Distribute to developing countries
Books	Follett Educational Services	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	Boxes on pallet	As available	Books Savers of MD sorts the books. Some are reconditioned and resold within US and the rest sent to paper mill
Commingled	Waste Management	All Schools (See Appendix E)	See Schedule A	(See Appendix E)	WM Recycle America, Kit Kat Road Facility (Processing Plant)
Computers - Electronics	Commercial Retrofitters and Recyclers	606 North Stone Street, Rockville, MD	Shrink Wrapped on Pallets	As needed	Dismantled and recycled
Computers - Electronics	USA Lights	606 North Stone Street, Rockville, MD	Shrink Wrapped on Pallets	As needed	Dismantled and recycled
Copiers	MCPS	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	Office space	As needed	Refurbish/Reuse
Lamps	Graybar	All MCPS Facilities	Boxes	As needed	Sent to Veolia ES Technical Solutions, LLC. Crushed and recycled.
Motor Oil	Hydrocarbon Recovery Services Inc.	Multiple MCPS locations--(See Appendix H)	Above ground tanks	(See Appendix H)	Reprocessed
Paper	Georgetown Paper Stock of Rockville, Inc.	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	30 Black Rubber Skid Boxes	As needed	Reprocessed and sent to paper mill
Paper	Proshred Security	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	Boxes	As needed	Sent to paper mill
Paper	Shred-It	7361 Calhoun Place, Rockville, MD & 850 Hungerford Dr. Rockville, MD	Boxes	As needed	Sent to paper mill
Paper/Cardboard	Waste Management	All Schools (See Appendix E)	See Schedule A	(See Appendix E)	WM Recycle America, Kit Kat Road Facility (Processing Plant)
School Supplies	MCPS	Multiple MCPS locations	Truck	Yearly	Donate to disadvantaged children
Scrap Metal	Montgomery Scrap Corporation	All Maintenance Depots	30 cu.yd at Randolph depot and 15 cy.yd. at all other depots	As needed	Steel is either torched, sheared or shredded and sold to various US and Chinese buyers. Cast aluminum is smelted at facility. Other non-ferrous items are stripped and or cleaned and then baled or boxed for sale to various US and European buyers.

Appendix G
MCPS RECYCLING VENDOR LIST

Televisions	Salvation Army	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	Pallets	As needed	Resale/Reuse
Televisions/Overhead Projectors	Habitat for Humanity of Montgomery County, MD, Inc.	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	Pallets	As needed	Resale/Reuse
Tires	Emmanuel Tire	Shady Grove Maintenance Depot	Trailer	As needed	Recycle/Reprocess
Toner Cartridges	PS Data Supply	DMM Warehouse-540 North Stone Street Avenue, Rockville, MD	Pallets	As needed	Recondition/Resale
Vegetable Oil	Valley Protein, Inc.	Multiple locations--(See Appendix I)	55 Gal Drums	(See Appendix I)	Recycle/Reprocess

Appendix H
HYDROCARBON RECOVERY SERVICES, INC.

LOCATION	ADDRESS	PRODUCT	SERVICE INTERVAL
BETHESDA MAINTENANCE DEPOT	10901 WESTLAKE DR, BETHESDA	USED OIL & USED A/F	30 DAYS FOR OIL & 60 DAY FOR USED A/F
RANDOLPH DEPOT	1800 RANDOLPH RD, SILVER SPRING	USED OIL & USED A/F	60 DAY FOR OIL & CALL IN FOR USED A/F
CLARKSBURG DEPOT	13100 SHAWNEE LANE, CLARKSBURG	USED OIL	CALL IN FOR USED OIL
DAMASCUS HIGH SCHOOL	25921 RIDGE RD, DAMASCUS	USED OIL & USED A/F	CALL IN FOR USED OIL & AF
GAITHERSBURGH HIGH SCHOOL	314 S FREDERICK AVE, GAITHERSBURG	USED OIL & USED A/F	CALL IN FOR USED OIL & A/F
LINCOLN CENTER	666 N STONESTREET AVE, ROCKVILLE	USED OIL & USED A/F	CALL IN FOR USED OIL & A/F
SENECA VALLEY HIGH SCHOOL	12700 MIDDLEBROOKD RD, GERMANTOWN	USED OIL & USED A/F	CALL IN FOR USED OIL & A/F
SHADY GROVE DEPOT	16651 CRABBS BRANCH WAY, ROCKVILLE	USED OIL & USED A/F	14 DAY FOR OIL & 120 DAYS FOR USED A/F
THOMAS EDISON HIGH SCHOOL OF TECHNOLOGY	12501 DALEWOOD DR, WHEATON	USED OIL & USED A/F	CALL IN FOR USED OIL & A/F
WEST FARM DEPOT	11920 BOURNEFIELD WAY, SILVER SPRING	USED OIL & USED A/F	45 DAY FOR OIL & CALL IN BASIS FOR USED A/F

Appendix I
VALLEY PROTEIN, INC.

WEEKLY FREQ	NAME	ADDRESS	CITY	ST	ZIP	DISPOSAL SITE PLANT	CONT TYPE
4	JOHN F. KENNEDY HIGH	1901 RANDOLPH RD	SILVER SPRING	MD	20910	BALTIMORE	BP
4	SLIGO MIDDLE SCHOOL	1401 DENNIS AVE	SILVER SPRING	MD	20902	BALTIMORE	BP
4	ROBERTO CLEMENTE MIDDLE SCH	18808 WARING STATION RD	GERMANTOWN	MD	20874	WINCHESTER	BB
6	BLAKE HIGH SCHOOL	300 NORWOOD RD	SILVER SPRING	MD	20905	WINCHESTER	BB
8	SHERWOOD HIGH SCHOOL	300 OLNEY SANDY SPRING RD	SANDY SPRING	MD	20860	WINCHESTER	BB
12	CARVER EDUCATIONAL SERVICES	850 HUNGERFORD DRIVE	ROCKVILLE	MD	20850	BALTIMORE	BB
12	WESTLAND MIDDLE SCHOOL	5511 MASSACHUSETTS AVE	BETHESDA	MD	20816	BALTIMORE	BB
12	THOMAS W. PYLE MIDDLE SCHOOL	6311 WILSON LN	BETHESDA	MD	20817	BALTIMORE	BP
12	BETHESDA CHEVY CHASE HIGH	4301 EAST WEST HIGHWAY	BETHESDA	MD	20814	BALTIMORE	BP
12	EINSTEIN HIGH SCHOOL	11135 NEWPORT MILL RD	KENSINGTON	MD	20895	BALTIMORE	BB
WC	JULIUS WEST MIDDLE SCHOOL	651 GREAT FALLS RD	ROCKVILLE	MD	20850	WINCHESTER	BB
WC	CABIN JOHN MIDDLE SCHOOL	10701 GAINSBORO RD	POTOMAC	MD	20854	WINCHESTER	BB
WC	QUINCE ORCHARD HIGH SCHOOL	15800 QUINCE ORCHARD AVE.	GAITHERSBURG	MD	20878	WINCHESTER	BP
WC	SHADY BROOK MIDDLE SCHOOL	8100 MID COUNTY HWY	GAITHERSBURG	MD	20877	WINCHESTER	BB
WC	ROCKY HILL MIDDLE SCHOOL	22401 BRICK HAVEN WAY	CLARKSBURG	MD	20871	WINCHESTER	BB
WC	POOLESVILLE MIDDLE SCHOOL	17014 TOM FOX AVE	POOLESVILLE	MD	20837	WINCHESTER	BB
WC	SPRINGBROOK SR HIGH	201 VALLEY BROOK DRIVE	SILVER SPRING	MD	20907	WINCHESTER	BB
WC	POOLESVILLE HIGH SCHL	17501 WILLARD ROAD	POOLESVILLE	MD	20837	WINCHESTER	BB
WC	MAGRUDER HIGH SCHOOL #510	5939 MUNCASTER MILL ROAD	ROCKVILLE	MD	20855	WINCHESTER	BB
WC	KING VIEW MIDDLE SCHOOL	18909 KING VIEW RD	GERMANTOWN	MD	20874	WINCHESTER	BP
WC	DAMASCUS HIGH SCHOOL	25921 RIDGE RD	DAMASCUS	MD	20872	WINCHESTER	BB
WC	PAINT BRANCH HIGH SCH	14121 OLD COLUMBIA ROAD	BURTONSVILLE	MD	20730	WINCHESTER	BB
WC	TILDEN MIDDLE SCHOOL	11211 OLD GEORGETOWN RO	ROCKVILLE	MD	20852	WINCHESTER	BP
WC	WHEATON HIGH SCHOOL	12601 DALEWOOD DRIVE	WHEATON	MD	20906	WINCHESTER	BB
WC	EASTERN INTERMEDIATE SCHOOL	300 UNIVERSITY BLVD EAST	SILVER SPRING	MD	20901	WINCHESTER	BB
WC	TAKOMA PARK MIDDLE SCHOOL	7611 PINEY BRANCH RD	SILVER SPRING	MD	20910	BALTIMORE	BP
WC	NORTH BETHESDA MIDDLE SCHOOL	8935 BRADMORE DR	BETHESDA	MD	20817	BALTIMORE	BB
WC	MONTGOMERY VILLAGE MIDDLE	193600 WATKINS MILL RD	MONTGOMERY VILLAGE	MD	20886	BALTIMORE	BB
WC	FOREST OAK MIDDLE SCHOOL	651 SAYBROOKE BLVD	GAITHERSBURG	MD	20877	WINCHESTER	BB
WC	SENECA VALLEY HIGH SCHOOL	12700 MIDDLEBROOK RD	GERMANTOWN	MD	20874	WINCHESTER	BB
WC	MONTGOMERY BLAIR HIGH SCHOOL	51 UNIVERSITY BLVD EAST	SILVER SPRING	MD	20901	WINCHESTER	BP
WC	WATKINS MILL HIGH SCHOOL	10301 APPLE RIDGE ROAD	GAITHERSBURG	MD	20877	WINCHESTER	BB
WC	M.L. KING MIDDLE SCHOOL	13737 WISTERIA DR	GERMANTOWN	MD	20872	WINCHESTER	BB

**Appendix I
VALLEY PROTEIN, INC.**

WC	WHITE OAK MIDDLE SCHOOL	12201 NEW HAMPSHIRE AVE	SILVER SPRING	MD	20904	WINCHESTER	BB
WC	CHURCHILL HIGH SCHOOL	11300 GAINSBOROUGH ROAD	POTOMAC	MD	20854	WINCHESTER	BP
WC	WOOTTON HIGH SCHOOL	2100 WOOTTON PKWY	ROCKVILLE	MD	20850	WINCHESTER	BB
WC	SILVER SPRING MIDDLE SCHOOL	313 WAYNE AVE	SILVER SPRING	MD	20910	WINCHESTER	BB
WC	NORTHWEST HIGH SCHOOL	13501 RICHTER FARM RD	GERMANTOWN	MD	20876	WINCHESTER	BB

The information transmitted herewith is confidential, proprietary information for use only by the addressee to whom it was supplied. This information is not to be disclosed to any person or entity not employed by the addressee company, and requiring the information to perform their job without the express written consent of Valley Proteins, Inc.

	Disposal site:	Valley Protein, Inc.					
		1515 Open St.					
		Baltimore MD 21226					
	Disposal site:	Valley Protein, Inc.					
		151 Val Pro Drive					
		Winchester, VA 22603					
	Pick-up Frequency:	WC = Will Call					
	Container Type:	BB = Regular Barrell					
		BP = Pumpable Barrell					