



Think Reduce and Recycle at Apartments and Condominiums

Annual Multi-Family Recycling & Waste Reduction Report

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

This form must be completed and returned by FEBRUARY 1st.

Mail completed form to: Montgomery County Division of Solid Waste Services
Waste Reduction and Recycling Section
ATTN: TRRAC Program
101 Monroe Street, Sixth Floor
Rockville, Maryland 20850
or Fax to: 240-777-6465

Please retain a copy of this report for your records. For questions regarding this report, call 240-777-6446.

PROPERTY NAME: _____

Physical Address of Property: _____

City: _____ Zip Code: _____

Property Type: Apartment Condominium Cooperative

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

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

On-site Contact Person – Name: _____

Title: _____

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

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

PROPERTY MANAGEMENT COMPANY (if applicable): _____

Mailing Address: _____ Unit/Suite # : _____

City: _____ State: _____ Zip Code: _____

Property Management Company Contact Person Name: _____

Title: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

PLEASE SIGN THE REPORT:

Signature of Property Owner, Manager or Other Responsible Party

Date

Printed Name of Signatory

I hereby certify that as the Designated Responsible Party, my property complies with Montgomery County Executive Regulation 15-04AM, which requires recycling and reporting by my property, and confirm that the above information is accurate.

FOR DSWS USE ONLY:

Field Verified By: _____

Date Verified: _____

Verification Comments: _____

Date Reviewed: _____

Total Recycled: _____

Total Generated: _____

Recycling Rate (%): _____

(OVER)



For Property: _____

Calendar Year: _____

Required Recyclable Materials (use additional page if necessary)

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

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

Common collection container types and sizes:

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

For Property: _____

Calendar Year: _____

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

****REQUIRED****

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

Voluntary Recyclable Materials (use additional page if necessary)

****OPTIONAL****

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

Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
Specify Material Type:				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above

Common collection container types and sizes:

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

For Property: _____ Calendar Year: _____

WASTE REDUCTION/REUSE AND EDUCATION SUMMARY

This page must be included with Annual Recycling Report

Waste Reduction

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

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

Outreach and Education

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

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

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

