

SECTION SIX

Meet County Requirements

What's Expected

Your property MUST file an annual recycling report by February 1 each year to the County. This report documents the quantity of material recycled by your property and disposed as trash. Based on this information, the County can estimate your recycling rate. Remember, recycling is the law.

File Your Annual Multi-Family Recycling Report

For EXISTING Recycling Programs

The County uses these reports to measure the success of the County's recycling program and monitor compliance with its recycling regulations. The reporting form is included on pages 31–32 and also appears on the County's Web site www.montgomerycountymd.gov/recycling. The form includes a worksheet to help you estimate quantities of each material recycled in your program. You can submit photocopies of the form on pages 31–32, download the form from the Web site or request a form from the Division of Solid Waste Services at **(240) 777-6400**.





File Your Waste Reduction and Recycling Plan

For NEW Recycling Programs

Each new multi-family property must have an approved Waste Reduction and Recycling Plan on file with the County.

A Waste Reduction and Recycling Plan form is included on pages 33–34 and also appears on the County's Web site.

The plan must include:

-  A description of your recycling collection program.
-  Where the recyclables will be taken.
-  The name of the individual responsible for your program.
-  The education strategy you will use to promote the program.



Think Reduce and Recycle at Apartments and Condominiums

Multi-Family Annual Recycling 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
ATTN: TRRAC Program
101 Monroe Street, Sixth Floor
Rockville, MD 20850

or Fax to: 240-777-6465

Please retain a copy of this report for your records. For questions regarding this report, call 240-777-6400.

PROPERTY NAME: _____

Address: _____ Unit/Suite#: _____

City: _____ Zip Code: _____

Number of Units: _____

Type of Property: Condominium Apartment Sub-type: High-Rise Mid-Rise Garden

On-site Contact Person - Name: _____

Title: _____

Mailing Address: _____ Unit/Suite#: _____

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: _____

How are recyclables collected from your property?

- Private collector (specify name and phone number): _____
- Self-haul with own staff
- Other (please specify): _____

(over)

♻️ Printed on Recycled and Recyclable Paper

WASTE REDUCTION/REUSE AND EDUCATION SUMMARY

Must be included with Annual Recycling Report

Outreach and Education (check boxes for activities you have conducted at your property)

- Move-in package includes information on recycling
- Include recycling information in property newsletter # of times this year: _____
- Distribute County-provided educational recycling materials
- Have informative recycling posters at all collection sites
- Conducted resident recycling outreach/education event with/without County Date(s): _____
- Provided in-unit recycling bins for residents to use
- Other: _____

New educational materials from the County that would be helpful in your efforts to educate yourself, your staff, and your residents:

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

Waste reduction activity examples include: installing energy efficient lights, encouraging/facilitating resident yard sales, providing reusable mugs in the leasing office, double-sided copying and printing, distributing notices/newsletters electronically rather than in print, donating useable items to charities, purchasing office and cleaning supplies in bulk, on-site grasscycling, on-site composting of yard trim, etc.

 Printed on Recycled and Recyclable Paper





TRRAC



Think Reduce and Recycle at Apartments and Condominiums in Montgomery County, Maryland

Multi-Family Waste Reduction and Recycling Plan

ABOUT THE PROPERTY

Name of Development/Complex: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Number of Buildings:

Number of Units:

Description of Building: Rental Other (specify)

Condominium

Public Housing

CONTACT PERSONS

Name of Property Manager/Representative: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Hours Available: _____

I certify that recycling has been/is being implemented on-site at the above referenced property and that it is/will be convenient and accessible to all residents and on-site employees.

Signature: _____

Title: _____

Date: _____

Name of person in charge of recycling for above named property: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Hours Available: _____

Signature: _____

CURRENT WASTE COLLECTION SYSTEM

Name of Recycling Hauler/Collector: _____

Name of Trash Hauler/Collector: _____

Phone Number: _____

Phone Number: _____

Number of collections/week: _____

Number of collections/week: _____

Do you have? Trash rooms on each floor
 Trash rooms in each building
 Other (specify)

Central indoor or outdoor dumpsters
 Trash chutes on each floor

Note: Each Multi-family property must designate an individual to be responsible for the recycling program.

ABOUT YOUR RECYCLING PROGRAM

Recycling start date of property: _____

Materials targeted for recycling:

Collection Method: Wheeled Carts (Toters) (90-300 Gallons) How Many? _____
 Recycling Dumpster How many? _____
 Other (specify) _____

Is/Are Recycling collection area(s) located near trash collection containers?

Yes No

Recyclable Collection Frequency: Times per week or Times per month or On demand
Other (specify) _____

Recyclables collected by: Staff Waste Collector Other (specify)

Will recyclables be delivered to the County Recycling Center? Yes No
If no, where will they be taken? _____

PUBLIC EDUCATION

Educating the residents of your multi-family property is the keystone of a successful recycling program. Please describe the publicity plan of your property's recycling program. Use additional sheets of paper, if necessary, and attach copies of sample letters, flyers, brochures, signs, etc. used to promote your program:

Please contact the Multi-Family Recycling Staff if you have any questions, (240) 777-6400.

Mail this form to:

Division of Solid Waste Services
101 Monroe Street, 6th Floor
Rockville, Maryland 20850

Thank you for your participation!

(Department use only)

PLAN APPROVAL

Staff Signature: _____ Approved Denied Date: _____

Resubmit by: _____

BE A

TRRAC Star!



Thank you for promoting recycling at your property. By promoting recycling you not only keep Montgomery County clean but you can help ensure a healthier environment.

If you think your property has an exemplary recycling program, call us and we'll stop by to see how you stack up against the rest. Every year the County recognizes a limited number of award winning properties and individuals as TRRAC Stars. We even highlight them in our quarterly newsletter and on our Web site. This can be another way to promote the good things happening at your property.

So remember to:

**Think Reduce and Recycle
at your
Apartment or Condominium.**

**We want you to be
a TRRAC Star too!**