



Montgomery County, Maryland

PROPERTY MANAGER'S GUIDE TO RECYCLING

Recycling Information for Multi-Family Properties

Montgomery County
Division of Solid Waste Services
Department of Public Works
and Transportation
101 Monroe Street, 6th Floor
Rockville, MD 20850
(240) 777-6400

www.montgomerycountymd.gov/recycling

MONTGOMERY COUNTY RECYCLING PROGRAM

Contact Information

Montgomery County Division of Solid Waste Services

Multi-Family Recycling Program

101 Monroe Street, 6th Floor
Rockville, MD 20850

Important Contact Information

Division of Solid Waste Services

(240) 777-6400

(240) 777-6442 (TTY)

(240) 777-6465 (FAX)

www.montgomerycountymd.gov/recycling

e-mail: recycle@montgomerycountymd.gov

Recycling for Multi-Family Properties

(240) 777-6400

County Transfer Station

(301) 840-2370

County Recycling Center

(301) 417-1433

This information is available in an alternate format by calling the Lauren Kuhn at (240) 777-6400.

TABLE OF CONTENTS

PROPERTY MANAGER'S GUIDE TO RECYCLING – The TRRAC to Success

About This Guide	1
How to Be a TRRAC Star and Have a Successful Program	1

EASY STEPS TO USING THIS GUIDE

2

UNDERSTANDING THE BASICS

What is Waste Reduction?	3
Why Recycle?	3
Recycle 50 Percent: Montgomery County's Goal	3
Materials You Must Recycle	4
Additional Materials You May Be Able to Recycle	4

RECYCLING CHECKLIST.....

5

SECTION ONE – Know Your Waste and Recyclables

What's Expected	7
Perform a Waste Assessment	7
Know Your Peak Waste Generation Periods	8
Talk to Your Waste Collector	8
Don't Trash Yard Trimmings	8
Worksheet for Estimating Recyclable Quantities	9

SECTION TWO – Develop a Convenient Collection System

What's Expected	10
Storage at Home	11
Locating Collection Areas for Recyclables: Convenience is Key	12
Determining Types of Recycling Collection Containers	13
Determining Staff Requirements	14
Preventing Contamination	14

SECTION THREE – Contract for Collections and Marketing Your Recyclables

What's Expected	15
Negotiating (or Re-Negotiating) a Collections Contract	15
Self-Haul	18
Marketing at the Montgomery County Recycling Center	19
Tour the Recycling Center	19

TABLE OF CONTENTS *(continued)*

SECTION FOUR – Know Your Residents and Promote Your Program

What's Expected	20
Know Your Residents	20
Survey Your Residents	21
Recycling Messages	21
Line Up Top Management Support	22
Line Up Resident Support	22
Launching a New Program	23
Ongoing Programs: Line up Staff Support	25
Line Up Volunteer Support	25
Use County Resources	26
Some Common Problems and Their Solutions	27

SECTION FIVE – Evaluate Your Program

What's Expected	29
County Staff Can Help	29

SECTION SIX – Meet County Requirements

What's Expected	30
File Your Multi-Family Property Annual Recycling Report	30
File Your Multi-Family Property Waste Reduction and Recycling Plan	30
Annual Recycling Report Form	31
Waste Reduction and Recycling Plan Form	35

BE A TRRAC STAR!

APPENDICES

A. Waste Prevention Tips	39
B. Dealers of In-Home Storage Containers	41
C. Dealers of Central Storage Containers	43
D. Service Providers in Montgomery County	47
E. Recycling Surveys	49
F. Calculate Your Recycling Rate	51

THE PROPERTY MANAGER'S GUIDE TO RECYCLING

The TRRAC to Success

About This Guide

Montgomery County Executive Regulation 15-04AM requires all multi-family properties to recycle certain materials. In response, many properties in the County have developed highly successful recycling and waste reduction programs that operate smoothly, are convenient for residents and staff—and make good business sense. Recognizing that each property has unique characteristics and faces a different set of challenges, the County wants to assist you in tailoring your program to your specific situation. This guide is intended to help you develop an exemplary program that is successful, efficient, and cost-effective.

How to Be a TRRAC Star and Have a Successful Program

Many Montgomery County multi-family properties have successful recycling programs thanks to their collection system design, convenience, participation, low contamination, cleanliness, and management, staff, and resident involvement. This guide will show how you can have a successful program. It contains answers to questions such as these:

- ♻️ What are the County's recycling requirements for multi-family properties?
- ♻️ What can I do to improve my existing program?
- ♻️ How do I set up a new program?
- ♻️ How do I find the right service provider for my property?
- ♻️ How can the County help?
- ♻️ How have other multi-family properties structured successful and cost-effective recycling and waste reduction programs?





FIVE EASY STEPS TO USING THIS GUIDE



Review “Recycling and Waste Reduction Basics” (pages 3-4) for information about waste prevention, recycling, and the materials you, your staff and your residents must recycle.



Review the Recycling Checklist (pages 5–6). As you complete the checklist, consider each component of your program.



Refer to the specific sections for detailed information about each program component, along with helpful hints. Information for launching a new program is highlighted.



Review “Develop a Convenient Collection System” (pages 10-14) to find out how properties like yours successfully manage their programs.



Refer to the resources in the Appendices for information on service providers and storage container dealers.

*Recycling and waste reduction make a world of difference!
Thank you for reducing waste and conserving
resources at your property.*

UNDERSTANDING THE BASICS

What is Waste Reduction?

The best way to reduce waste is not to create it in the first place. If waste is prevented, there is no need or cost for collection, processing, and disposal. Because waste prevention is the preferred way to reduce waste, Montgomery County established a goal to hold its rate of waste generation to 1992 levels. Managers of multi-family properties can help achieve this goal by looking for new ways to reuse items and minimize waste. Some tips for waste prevention are included in Appendix A.

Why Recycle?

Recycling is the law in Montgomery County.

Recycling contributes to a cleaner, healthier environment, conserves energy, saves precious natural resources, reduces the amount of solid waste sent to disposal facilities, and reduces the need for other disposal facilities. Recycling is the separating, collecting, processing, marketing, remanufacturing, and ultimately using a material that otherwise would have been thrown away.

Recycle 50 Percent: Montgomery County's Goal

Montgomery County has established a County-wide goal to recycle 50 percent of the solid waste generated in the County. Meeting this ambitious goal requires the commitment of everyone in Montgomery County—residents, businesses, and government working as a team.

Because approximately 30 percent of the County's households are multi-family dwellings, properties like yours have an important role to play in the County's waste reduction and recycling plans.

50%

UNDERSTANDING THE BASICS *(continued)*

Materials You Must Recycle



Montgomery County requires that multi-family properties recycle the following materials:

- ♻️ Mixed paper, including cardboard, office paper, newspapers, inserts, unwanted mail, telephone books, magazines, catalogs, and all other clean, dry paper.
- ♻️ Aluminum and steel/tin food and beverage cans and aluminum foil products.
- ♻️ Plastic bottles with necks.
- ♻️ Glass bottles and jars.
- ♻️ Yard trimmings (grass, leaves and brush).
- ♻️ Christmas trees.
- ♻️ Scrap metal items (including old appliances).

NOTE: As the demand for products with recycled content continues to grow and Montgomery County expands its recycling program, additional materials may be added.

Additional Materials You May Be Able to Recycle

Many multi-family residential properties voluntarily recycle additional materials, such as:

- ♻️ Computers.
- ♻️ Textiles.
- ♻️ Automotive products, including anti-freeze and motor oil.

For information on how to include additional materials, see **Know Your Waste** (pages 7–9) and **Contract for Collection and Marketing Your Recyclables** (pages 15–19).



RECYCLING CHECKLIST

Recycling Checklist for Multi-Family Properties

If your recycling program is already in place, use this checklist to monitor and evaluate it.

If you are setting up a new program, use this checklist to get started.

For more information on each element of your program, refer to the corresponding section of this handbook.



1

SECTION ONE

Know Your Waste and Recyclables

- ♻️ Perform a waste assessment.
- ♻️ Know your peak waste generation periods.
- ♻️ Talk to your waste collector.
- ♻️ Prevent waste.



2

SECTION TWO

Develop a Convenient Collection System

- ♻️ Develop a recommended system for storing recyclables at home.
- ♻️ Determine type of collection storage system: interior (including trash chutes) or exterior (including containers).
- ♻️ Locate central collection areas for recyclables. Remember, recycling containers must be located next to trash containers.
- ♻️ Determine the number, type, and capacity of recycling collection containers.
- ♻️ Determine staff requirements.
- ♻️ Make sure you have visible signage and labels.
- ♻️ Prevent contamination.

IMPORTANT!

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.

(continued on next page)

RECYCLING CHECKLIST *(continued)*



3

SECTION THREE

Contract for Collection and Marketing Your Recyclables

- ♻️ Negotiate a collection contract with a recycling service provider, or
- ♻️ Self-haul recyclable materials to the County's Recycling Center, located at 16101 Frederick Road in Derwood.



4

SECTION FOUR

Know Your Residents and Promote Your Program

- ♻️ Understand your residents' needs and recycling requirements.
- ♻️ Conduct a resident survey.
- ♻️ Develop recycling messages and plan to send reminders at least twice a year.
- ♻️ Note if you have a high concentration of people who speak different languages.
- ♻️ Line up top management support.
- ♻️ Line up staff support.
- ♻️ Line up volunteer support.
- ♻️ Use County resources.



5

SECTION FIVE

Evaluate Your Program

- ♻️ Monitor participation and contamination.
- ♻️ Calculate your waste diversion rate.
- ♻️ Consult with County staff.



6

SECTION SIX

Meet County Reporting Requirements

- ♻️ Submit your Annual Multi-Family Property Recycling Report on or before February 1st.
- ♻️ File your Multi-Family Waste Reduction and Recycling Plan with your collector and contract information.