



# Filing your Annual Business Recycling and Waste Reduction Report On-Line

Gabriela Monzon-Reynolds

Department of Environmental Protection

Division of Solid Waste Services





# What is the Annual Business Recycling and Waste Reduction Report?

---

- Details the types and amount of materials recycled during the previous calendar year as well as educational and waste reduction efforts.
- Submitted annually by certain types of businesses to the Montgomery County Division of Solid Waste Services.
- Data submitted by businesses helps the County determine their recycling rates and assess recycling efforts and opportunities for assistance.

# Who needs to file the report and when is the report due?



If your business or property is a:	Your filing deadline is:
Large business (250+ employees)	February 1
Medium business (100-249 employees)  Small business (fewer than 100 employees) that received a written request from DSWS  Commercial property owner or manager of multi-tenant facilities	March 1

# Mandatory recyclable materials



## ■ **Mixed paper**

- White and colored paper
- Newspapers, magazines and catalogs
- Telephone directories and books
- Cardboard and boxboard
- Shredded paper

## ■ **Commingled materials**

- Plastic bottles and containers
- Glass bottles and jars
- Bi-metal cans, aluminum cans and foil products

## ■ **Scrap metal**

## ■ **Yard trim and Christmas trees**

# Voluntary recyclable materials



Businesses may report on additional recycling efforts including:

- **Carpet and carpet padding**
- **CFL light bulbs and tubes**
- **Cooking oil**
- **Electronic items**
- **Food waste for composting**
- **Textiles**
- **Toner cartridges**
- **Plastic wrap and bags**
- **Wood pallets**

# What you need to know before you start...

---



- Types of materials your company is recycling.
- Names and addresses of the collectors transporting your recyclable materials and refuse.
- Size and number of central collection containers for each recyclable material and the refuse.
- Collection frequency.
- Quantity of material collected in the previous calendar year.



# Where do you get this information?

- Contact your collector (*Don't wait until the last minute to call!*)

*\*You must obtain actual weights for compactors*

- Estimate the amounts by using our estimates and tools by visiting:

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling) or

<https://www.epa.gov/smm/volume-weight-conversion-factors-solid-waste>

# Recycling container weight estimates



## Recycling Capacity Estimates Montgomery County Commercial Recycling Program

Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height in Feet)	RECYCLABLE MATERIAL CAPACITY (In Pounds) These are estimates and are subject to change								
			Office Paper (Loose)	Newspaper (Loose)	Cardboard (Loose)	Mixed Paper	Aluminum (Whole Cans)	Glass (Whole bottles/jars)	Steel/Tin (Whole Cans)	Plastic Bottles	Commingled Materials
90 - 96 Gallon Cart Without Separate Cardboard Collection	0.5	2.5/2.5/4.0	98	89		62	54	82	78	49	60
90 - 96 Gallon Cart With Separate Cardboard Collection	0.5	2.5/2.5/4.0			93						
Dumpster (2 yard)	2	3/4/4	261	97	73	127	131	472	280	144	253
Dumpster (4 yard)	4	4/4/5	521	194	146	254	263	943	561	288	506
Dumpster (6 yard)	6	4/5/6	782	291	219	381	394	1,415	841	432	760
Dumpster (8 yard)	8	6/6/6	1,042	389	292	508	526	1,887	1,122	576	1,013
Roll-off Container	10	6/22/4	1,303	486	365	635	657	2,359	1,402	721	1,266
Roll-off Container	20	6/22/5	2,606	972	731	1,269	1,314	4,717	2,804	1,441	2,532
Roll-off Container	30	6/22/6	3,909	1,457	1,096	1,904	1,972	7,076	4,206	2,162	3,798

Shaded areas indicate this size container is not normally used for this material.

# Material Weight Calculator



Copy of sortt-calculator-1 [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Monzon-Reynolds, Gabriela Share

Clipboard Font Alignment Number Styles Cells Editing

J9

	A	C	D	G	H	I	J	K	L
1	<b>Recycling Estimate Weight Finder</b>								
2									
3									
4	Container Size	*Enter* Number Of Containers	*Enter* Number of Pickups a Week		Total Yearly Pounds				
5									
6									
7	90-96 gal Mixed Paper				0				
8									
9	90-96 gal Commingled Materials	1	1		3117.6				
10									
11	2yd Mixed Paper				0				
12									
13	2yd Cardboard				0				
14									
15	2yd Commingled Materials				0				
16									
17	4yd Mixed Paper	1	1		13197.84				
18									
19	4yd Cardboard				0				
20									

Recycling Trash

Ready 130%

# Examples of collection containers



8yd<sup>3</sup>

6yd<sup>3</sup>

4yd<sup>3</sup>

2yd<sup>3</sup>



Toters  
(35, 64, 90 gallons)



Compactor  
(20, 30, 34 yd<sup>3</sup>)



Roll-off  
(20, 30, 34 yd<sup>3</sup>)



# Other methods of collection



Baler



Lamp box



Lamp crusher



Security container for confidential paper

# Filing your report on-line

---



■ Go to:

<http://www2.montgomerycountymd.gov/DEPARR/>

Search

Division of Solid Waste Services



Request a...

Recycling, Trash, & Yard Trim Programs

Holiday Schedules

Drop-off Hours & Events

Recycling & Trash Facilities



**Monday, January 18, 2016, Martin Luther King Day:** No County-provided recycling or trash collections on January 18; all pickups this week slide by one day.

See holiday details. Sign up for our service updates and reminders.

OPERATING STATUS: Recycling/trash collection - holiday schedule | Transfer Station recycling/trash drop-offs - normal hours



## Annual Recycling Report for Businesses and Properties

→ [Apartment/Condominium Recycling Program \(TRRAC\)](#)

David Frank, 240-777-6446

→ [Non-Residential Recycling Program \(SORRT\)](#)

Gabriela Monzon-Reynolds, 240-777-6486

If your business or property type is a	Your filing deadline is
Multi-family property (seven or more dwelling units) owner, manager, or common ownership association	February 1, 2016
Large business (250+ employees)	
Medium business (100-249 employees)	March 1, 2016
Small business (fewer than 100 employees) that received a written request from DSWS	
Commercial property owner or manager of multi-tenant facilities	

### Sign in

My email address is

My password is

[Sign me in](#)

→ [Send me my password](#)

→ [Create an account](#) - I'm a new filer

→ [Contact us for report assistance](#)

→ [Download User Guide \(PDF\)](#)

### Multi-Family Property Filing Tools

→ [TRRAC Recycling/Trash Weight Calculator \(Excel\)](#)

→ [TRRAC Recycling Container Weight Estimates \(PDF\)](#)

### Non-Residential Property Filing Tools

→ [SORRT Recycling/Trash Weight Calculator \(Excel\)](#)

→ [SORRT Recycling Container Weight Estimates \(PDF\)](#)



# Online Filing



- Establish an online recycling history for your property(ies)

The screenshot shows a web browser window with two tabs titled "Annual Recycling Report". The address bar shows the URL: [https://ex12.montgomerycountymd.gov/ojn2/ijn3/swsrecyc/MyAccount\\_listAccountInfo.action](https://ex12.montgomerycountymd.gov/ojn2/ijn3/swsrecyc/MyAccount_listAccountInfo.action). The page header includes the Montgomery County Maryland logo and navigation links: Account Home, Contact us, User Guide (PDF), Logout. A welcome message reads: "Welcome: Gabriela Monzon-Reynolds | Last Login: 11/11/2014 11:11:11 AM".

### Annual Recycling Report Dashboard

MoCo DSWS

#### Business/Property Report Groups

[Add a new business/property report group](#)

Business/Property Report Groups	Report status	Delete
<a href="#">Ocean Imports</a>	<a href="#">Start 2015 Report</a>	<a href="#">Delete</a>
<a href="#">Test AAA123 Angie Report Test</a>	<a href="#">Start 2015 Report</a>	<a href="#">Delete</a>

#### Account Tools

- [Edit your account information](#)
- [Change your password](#)

#### Report Archive

##### Ocean Imports

Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
<a href="#">View 2012 Report</a>	72.31	72.31
<a href="#">View 2011 Report</a>	47.8	47.8

##### Test AAA123 Angie Report Test

Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
<a href="#">View 2011 Report</a>	94.29	94.29
<a href="#">View 2009 Report</a>	42.86	42.86

Track recycling progress and view previous year reports

Keep track of multiple properties on one screen

# Select mandatory recyclable materials from list



**MONTGOMERY COUNTY** MARYLAND  
montgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

## Required Recyclable Materials collected by the businesses/properties in this Report

**Paper**

- Corrugated cardboard collected separately
- Mixed paper  
(includes corrugated cardboard, newspaper, white office paper, and all other paper collected together)
- Newspaper collected separately
- Shredded paper collected separately
- White office paper collected separately

**Commingled Materials**

- Aluminum cans
- Commingled materials  
(includes aluminum cans, glass bottles and jars, plastic bottles and containers, and steel/tin cans collected together)
- Glass bottles and jars collected separately
- Plastic bottles and containers collected separately
- Steel / tin cans collected separately

**Other materials**

- Christmas trees
- Scrap metal  
(includes appliances)
- Yard trim

# Select voluntary recyclable materials



## Voluntary Recyclable Materials collected by the businesses/properties in this Report

Is your voluntary recyclable material missing from our list?

[Please contact us](#) for help in reporting a voluntary material you recycled that is missing from this list.

Proceed

- Antifreeze
- Batteries (alkaline)
- Batteries (lead-acid / rechargeable)
- Batteries (mixed types)
- Books / Catalogs / Magazines - unsold and returned to manufacturer / distributor
- Building materials (roofing shingles / sawdust / etc.)
- Carpet / Carpet padding
- Ceiling tile
- Cell phones
- Clothing / Textiles - not for donation or reuse
- Clothing / Textiles - for donation only
- Construction / Demolition debris (drywall / bricks / concrete / asphalt / etc.)
- Crayons
- Dirt (clean / fill / pond / etc.)
- Drink pouches / Cookie wrappers
- Electronic waste (computers / printers / monitors / cords / disks / CDs / DVDs / etc.)
- Food waste for composting - not including yard trim
- Food waste for donation only - not including yard trim
- Lights (fluorescent tubes / bulbs / ballasts / LED lights)
- Lights (holiday)



# Enter data per material

**MONTGOMERY COUNTY** MARYLAND  
montgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome: Angie Braun | Last Login: JAN 06 2010 04:21 PM

Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

### Mixed paper Amount collected in 2009

**Required Recycled Materials**

- [Commingled materials](#)
- [Mixed paper](#)
- [Scrap metal](#)
- [Yard trim](#)

**Voluntary Recycled Materials**

- [Cell phones](#)
- [Textiles](#)
- [Toner/link cartridges](#)

[Edit List](#)

**Add a Container Type**

*Fields marked \* are required if applicable.*

**Central Collection container type \***  
6-cubic yard dumpster

**Number of Containers of this type \***

**Number of pickups per**  **[-Select One-] \***

**Quantity collected in 2009**  
 **[-Select One-]**

**Drop-down menus and lists make filing your annual report easy**

**Green check = section complete**



# Select your hauler

Welcome: Gabriela Reynolds | Last Login: NOV 29 2010

Recycling

Trash

Waste Reduction

Education

Report Details

Preview

Submit

## Mixed paper Amount collected in 2010

[Edit Required Recyclable Materials List](#)

[Edit Voluntary Recyclable Materials List](#)

### Required Recyclable Materials

[Mixed paper](#)

[Commingled materials](#)

[Christmas trees](#)

[Scrap metal](#)

[Yard trim](#)

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
<a href="#">6-cubic yard dumpster</a>	1	1 per week	19797 pounds	<a href="#">Add Hauler</a>	

[Add a Container](#)





# Select your hauler

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome

## Add or change hauler/collector

**Who transports your 6-cubic yard dumpster for Mixed paper?**

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

Save

Cancel



# Select your hauler

ontgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome: Gabriela Reynolds

## Add or change hauler/collector

Who transports your 6-cubic yard dumpster for Mixed paper?

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

Our Hauler/Collector for Mixed paper is

Don't see your hauler/collector listed?

- Waste Management
- waste management
- Southlawn Waste Management Inc.
- Medical Waste Systems
- Wasteless Environmental Services, Inc.
- Allied Waste of Hagerstown
- Waste Management Inc.
- All Star Waste and Recycling, LLC
- All Waste Services

Save

Cancel



# Select your hauler

Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

## Mixed paper Amount collected in 2010

[Edit Required Recyclable Materials List](#)  
[Edit Voluntary Recyclable Materials List](#)

**Required Recyclable Materials**

- [Mixed paper](#)
- [Commingled materials](#)
- [Christmas trees](#)
- [Scrap metal](#)
- [Yard trim](#)

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
<a href="#">6-cubic yard dumpster</a>	1	1 per week	19797 pounds	<a href="#">Waste Management</a>	<a href="#">Delete</a>
<a href="#">90- or 96-gallon wheeled cart</a>	1	1 per week	3117 pounds	<a href="#">Office Paper Systems, Inc.</a>	<a href="#">Delete</a>

[+ Add a Container](#)

**Now you can add different haulers per container!**



# Waste Reduction and Education

## Edit Report for: Test AAA123 Angie Report Test

Recycling Trash **Waste Reduction** Education Report Details Preview

Fields marked \* are required.

Describe the progress in waste reduction and reuse efforts that have been undertaken in an effort to reduce the amount of refuse generated.\*

We recently bought reusable mugs for all employees and stopped purchasing disposable cups, this has saved the company \$120.00 per month.

We have also set our copiers to "double sided" copying and encourage employees to keep electronic files. We have reduced in half the amount of office paper we purchase every month.

Upload document

Browse...

Save

Follow the tabs across the top to complete the report

You can upload existing plans or flyers instead of retyping your accomplishments



# Report Details

✓ Recycling

Trash

Waste Reduction

Education

Report Details

Preview

Submit

Please confirm that the values on this page are correct, and then click "Save."

We automatically calculated these values based on the information you have provided about the businesses/properties covered by this Report. You may need to adjust these values to reflect the correct totals.

*Fields marked \* are required.*

**Number of employees covered by this Report \***

105

**Amount of building space covered by this Report**

400 square feet

**Total acreage of green area (landscaped and grassy area), if applicable, covered by this Report**

10 acres

Save



# Review completed reports

Print



2008 Annual Recycling and Waste Reduction Report  
Gabie's business

Print this page

**Report Filer** [edit](#)  
 MoCo DSWS  
 101 Monroe ST  
 Rockville MD 20850  
 Angie Braun  
 Tester  
 240-777-6488 ext  
 angie.braun@montgomerycountymd.gov

**Report statistics**  
**Signed by:** Timothy F. Hagan  
**Report Submitted:** 01/30/2009  
**Report Approved on:** 09/10/2009

**This Report covers:**

Employees	2590
Building space	666000 square feet
Green area	1.5 acres

**Required Recyclables**

**Commingled materials:**  
15696 pounds

Hauler/Collector	Source	Container type	# of containers	Pickup frequency	Quantity
Georgetown Paper Stock of Rockville 14820 Southlawn LA Rockville MD 20850	Approved	Wheeled hamper/container	15	9 per month	15696 pounds
<b>Initial-Edit</b> Hauler/Collector					

**Corrugated Cardboard:**  
250294 pounds

You can view copies of your current or past submitted reports any time you need to

# Submit your report



Fields marked \* are required.

✓ Recycling   ✓ Trash   ✓ Waste Reduction   ✓ Education   ✓ Report Details   Preview   **Submit**

### Sign and Submit Report

I have completed my Report \*

I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with applicable [Executive Regulation 15-04AM](#), which requires recycling and reporting by my business, and confirm that the above information is accurate. \*

Name of Responsible Corporate Officer \*

  
  

Title of Responsible Corporate Officer \*

  
  

**Sign and Submit Report**

NOTE: Want to print or save a copy for your records? We will give you a link to your signed report on the next

- E-mail confirming report was submitted
- E-mail after field verification process providing your recycling rate

# Environmental Footprint Calculator



Environmental Footprint Calculator

Residents Multi-family Businesses

How much of an impact do you make when you recycle? Enter how much material you recycle each year:

Mixed Paper ? # of pounds 	Commingled Materials ? # of pounds 	Scrap Metal ? # of pounds 	Electronics ? # of pounds 
---	--	--	---

By recycling the amount of materials above, you would help save the following each year:

**CALCULATE**

 NUMBER OF TREES	 GALLONS OF OIL	 HOURS OF ELECTRICITY	 GALLONS OF WATER
---	--	--	--

 PRINT: But only if you have to. You can also share your recycling savings information by e-mailing a screenshot of the calculator above!

<http://www.montgomerycountymd.gov/sws/footprint/>

# Questions?



- Please type your questions in the chat box on the right hand side of your screen



# Contact Information



**Montgomery County**

**Department of Environmental Protection**

**Division of Solid Waste Services**

**Smart Organizations Reduce and Recycle Tons (SORRT) Program**

**101 Monroe Street, 6th Floor  
Rockville, MD 20850**

**(240) 777-6486 (PHONE)**

**(240) 777-6465 (FAX)**

**[Gabriela.Monzon-Reynolds@montgomerycountymd.gov](mailto:Gabriela.Monzon-Reynolds@montgomerycountymd.gov)**

**[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)**



**DEPARTMENT OF  
ENVIRONMENTAL  
PROTECTION**

