



Filing your Annual Multi-Family Recycling and Waste Reduction Report On-Line

Department of Environmental Protection

Division of Solid Waste Services

Waste Reduction and Recycling Section

David Frank, Multi-Family Recycling Program Manager

December 2016





Executive Regulation 1-15

Reporting Requirements

- Annual Recycling Report due every February 1
 - Property and contact information
 - Volumes and weights of all materials collected for recycling and for solid waste disposal
 - Description of efforts to educate residents and staff
 - Description of waste reduction activities
 - Signature of responsible party
 - Each report section is mandatory





Mandatory Recyclable Materials

- **Mixed paper**
 - White and colored paper
 - Newspapers, inserts, magazines, and catalogs
 - Telephone directories, paperback and hardcover books
 - Cardboard and boxboard
 - Shredded paper
 - Coated-paper items
- **Commingled materials**
 - Plastic bottles, containers, jars, tubs, lids/caps, etc.
 - Glass bottles and jars
 - Bi-metal steel/tin cans
 - Aluminum cans and foil products
- **Scrap metal**
- **Yard trim (grass clippings, leaves and brush)**
- **Christmas trees**





Voluntary Recyclable Materials

Multi-family properties also may report on additional recycling efforts, such as:

- **Carpet and carpet padding**
- **Compact fluorescent light (CFL) bulbs and tubes**
- **Electronic items (computers, televisions, radios, etc.)**
- **Batteries**
- **Textiles**
- **Toner, printer, and fax cartridges**
- **Plastic wrap and bags**
- **Food waste**





Information to Gather Before You File...

- Collection service contracts, invoices, and/or self-hauling tracking sheets
- List of materials your property is recycling
- Recycling and trash collector information (names and addresses)
- Recycling and trash central collection containers information (i.e., sizes and number of each)
- Collection frequency
- Quantity of material collected in the previous calendar year (1/1/2016 – 12/31/2016)





Where do you get this information?

- Contact your collector (*Don't wait until the last minute to call!*)
- Estimate the amounts by using our Multi-Family Property Filing Tools:

www.montgomerycountymd.gov/recycling

www.montgomerycountymd.gov/SWS/Resources/Files/arr/trrac-calculator.xls

- *You must obtain actual weights for compactors*





DSWS' Recycling and Trash Weight Estimating Tool

Montgomery County Multi-Family Recycling/Trash Weight Estimate Calculator

Recycling Estimate Weight Finder				Trash Estimate Weight Finder			
Container Size	"Enter" Number Of Containers	"Enter" Number of Pickups per Week	Total Yearly Pounds	Container Size	"Enter" Number Of Containers	Number of Pickups per	Total Yearly Pounds
60-64 gal Mixed Paper			0	50-55 gal Trash			0
60-64 gal Commingled			0	60-64 gal Trash			0
90-96 gal Mixed Paper			0	90-96gal Trash			0
90-96 gal Commingled			0	2yd Trash Dumpster	2	2	58240
2yd Mixed Paper	3	2	139464	4yd Trash			0
2yd Cardboard			0	6yd Trash			0
2yd Commingled	2	2	59488	8yd Trash			0
4yd Mixed Paper			0				
4yd Cardboard			0				
4yd Commingled			0				
6yd Mixed Paper			0				
6yd Cardboard			0				
6yd Commingled			0				
8yd Mixed Paper			0				
8yd Cardboard			0				
8yd Commingled			0				
10yd Roll-off Container Mixed Paper			0				
10yd Roll-off Container Commingled			0				
20yd Roll-off Container Mixed Paper			0				
20yd Roll-off Container Commingled			0				
30yd Roll-off Container Mixed Paper			0				
30yd Roll-off Container Commingled			0				
Yard Trim Grasscycling	Acreage		30400				
	2						
	or	Square Footage	0				
Yard Trim Grasscycling							
	Cubic Yards						
Yard Trim Composting	35		17500				





Examples of Common Central Collection Containers



8yd³

6yd³

4yd³

2yd³



Toters
(35, 64, 90 gallons)



Roll-off
(10, 20, 30, 34 yd³)



Compactor
(10, 20, 30, 34 yd³)



Other Methods of Collection



Secured container for confidential paper



CFL Lamp box





Now You're Ready to File Your Recycling Report On-Line

- Go To:

www.montgomerycountymd.gov/recycling

or

www2.montgomerycountymd.gov/DEPARR





Now You're Ready to File Your Recycling Report On-Line



County Home

 Search

- Solid Waste Home
- Drop-off Hours & Events
- Holidays
- Recycling, Trash & Yard Trim
- Request...
- Facilities

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

Recycling, Trash, & Yard Trim Programs

I want to recycle or dispose of...

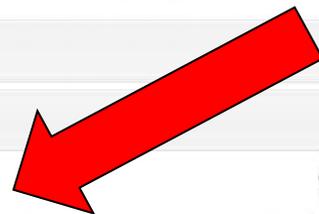
Search

+ At your single-family home

- At your apartment or condominium

- file your Annual Recycling Report
- request recycling bins for your property
- request brochures, decals, posters and more

➤ See more information for apartments and condos



Our next events

- OCT 19 WED** Public Information Meeting on Gude Landfill
Wed, Oct 19, 2016, 7pm
Candlewood Elementary School
- OCT 22 SAT** Potomac Day
Sat, Oct 22, 2016, 10am
9812 Falls Road
- NOV 2 WED** Solid Waste Advisory Committee
Wed, Nov 2, 2016, 5:30pm
EOB





Sign in or Create An Account



County Home



Search

[Solid Waste Home](#) | [Drop-off Hours & Events](#) | [Holidays](#) | [Recycling, Trash & Yard Trim](#) | [Request...](#) | [Facilities](#)

OPERATING STATUS: Recycling/trash collection - normal 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

- [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 \(PDF\)](#)





File Online Every Year

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

The screenshot shows the 'Annual Recycling Report Dashboard' for a user named Lauren Manager. It features three main sections: 'Business/Property Groups', 'Report Archive', and 'Account Tools'. The 'Business/Property Groups' section contains a table with three rows: 'ACME Condos', 'AJAX Apartments', and 'Pinnacle Properties'. The 'Report Archive' section shows a table for 'ACME Condos' with columns for 'Year', 'Recycling Rate (required materials)', and 'Recycling Rate (required + voluntary materials)'. The 'Account Tools' section includes links for 'Edit your account information' and 'Change your password'.

Keep track of multiple properties on one screen

Track recycling progress and view previous year reports

Business/Property Groups	Report status	Delete
ACME Condos	2008 Filed Report	Delete
AJAX Apartments	2008 Filed report	Delete
Pinnacle Properties	Edit Report 2008	Delete

ACME Condos		
Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
View 2008 Report	46.67	46.67

Account Tools

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

- Minimize data entry from year to year





Select List of Mandatory Materials Recycled at Your Property in 2016

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

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

Welcome: David Frank | Last Login: JAN 14 2016 02:03 PM

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

Paper

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

Commingled Materials

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

Other materials

- Scrap metal**
(includes appliances)
- Christmas trees**
- Yard trim (grass / leaves / brush / garden trimmings)**





Select List of Voluntary Materials Recycled at Your Property in 2016

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

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



Think Reduce and Recycle at Apartments and Condominiums



Enter Information Per Material

Recycling Trash Waste Reduction Education Report Details Preview Submit

Mixed paper Amount collected in 2016

Edit Required Recyclable Materials List
 Edit Voluntary Recyclable Materials List

Required Recyclable Materials

- Mixed paper**
 - Commingled materials
 - Scrap metal
 - Christmas trees
 - Yard trim (grass / leaves / brush / garden trimmings)

Voluntary Recyclable Materials

- Crayons

Add a Container Type

*Fields marked * are required.*

Central Collection container type *
2-cubic yard dumpster

Number of Containers of this type *
1

Number of pickups per week *****
2

Quantity collected in 2015
46488 pounds

1 ton = 2000 pounds

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





Enter Hauler/Collector Information

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Edit Report for: **ACME Condos**

Click the "Add Hauler" link to tell us which hauler/collector collects this material from each of your containers.

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

Mixed paper Amount collected in 2015

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

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
2-cubic yard dumpster	2	1 per week	46488 pounds	Add Hauler	Delete

[Add a Container](#)





Select Your Hauler/Collector

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Add or change hauler/collector

What hauler/collector collects the Mixed paper from your 2-cubic yard dumpster?

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

Save Cancel





Choose Your Hauler/Collector

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Add or change hauler/collector

What hauler/collector collects the Mixed paper from your 2-cubic yard dumpster?

- [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

AA

- AA Refuse, Inc.
- AAAA Hauling & Trash Removal
- AA Furniture & Home
- AA Furniture and Home
- AA-Refuse
- AAA Computer Recycle
- AAA Disposal Service
- AAA Bio and Computer Recycling Inc.
- AA Refuse





Have More than One Container or Hauler/Collector?

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

Welcome, David Frank

Home Search Logout

Edit Report for:

Click the "Add Hauler" link to tell us which hauler/collector collects this material from each of your containers.

Recycling Trash Waste Reduction Education Report Details Preview Submit

Mixed paper Amount collected in 2015

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

Required Recyclable Materials

- Mixed paper
 - Commingled materials
 - Scrap metal

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
90- or 96-gallon wheeled cart	6	1 per week	33384 pounds	Add Hauler	Delete
2-cubic yard dumpster	2	1 per week	46488 pounds	Refuse, Inc.	Delete

[Add a Container](#)





Christmas Trees

Recycling	Trash	Waste Reduction	Education	Report Details	Preview	Submit
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Christmas trees Amount collected in 2016

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

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal
- Christmas trees**
- Yard trim (grass / leaves / brush / garden trimmings)

Voluntary Recyclable Materials

- Carpet / Carpet padding
- Toner / Ink / Fax / Printer cartridges

Add a Container Type

*Fields marked * are required.*

Central Collection container type *

Central Collection container type description

Number of Containers of this type *

Number of pickups per *

Quantity collected in 2015:

1 ton = 2000 pounds





Yard Trim

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

Yard trim (grass / leaves / brush / garden trimmings) Amount collected in 2016

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

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal
- Christmas trees
- Yard trim (grass / leaves / brush / garden trimmings)**

Voluntary Recyclable Materials

- Carpet / Carpet padding
- Toner / Ink / Fax / Printer cartridges

Add a Container Type

*Fields marked * are required.*

Central Collection container type *

Number of Containers of this type *

Number of pickups per *

Quantity collected in 2015

1 ton = 2000 pounds





Grasscycling

Recycling Trash Waste Reduction Education Report Details Preview Submit

Yard trim (grass / leaves / brush / garden trimmings) Amount collected in 2016

Edit Required Recyclable Materials List
 Edit Voluntary Recyclable Materials List

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal
- Christmas trees
- Yard trim (grass / leaves / brush / garden trimmings)**

Voluntary Recyclable Materials

- Carpet / Carpet padding
- Toner / Ink / Fax / Printer cartridges

Add a Container Type

*Fields marked * are required.*

Central Collection container type *

Number of Containers of this type *

Number of pickups per *

Quantity collected in 2015

1 ton = 2000 pounds





Waste Reduction Information

Edit Report for: ACME Condos

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 the past year 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 annual report

You can upload existing plans or flyers instead of re-typing your accomplishments





Education Program Information

<input checked="" type="checkbox"/> Recycling	<input checked="" type="checkbox"/> Trash	<input checked="" type="checkbox"/> Waste Reduction	<input checked="" type="checkbox"/> Education	Report Details	Preview	Submit
-----------------------------------------------	-------------------------------------------	-----------------------------------------------------	------------------------------------------------------	----------------	---------	--------

*Fields marked * are required.*

Outreach/Education activities

- Included recycling information in move-in package
- Included recycling information in property newsletter
- Number of times a year
- Distributed County-provided educational recycling materials
- Had informative recycling posters at all collection sites
- Conducted resident recycling outreach/education event
 - with Montgomery County
 - without Montgomery County
 - both with and without Montgomery County
- Provided in-unit recycling bins for residents to use

Other outreach/education Activities

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





Annual Report Details

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Edit Report for:

✓ 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 units covered by this Report *

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

Upload supporting information (file size limit is 2 Mb)
If you have a tenant list or other supporting documentation to attach to your report, please upload it here. Many file formats are accepted, including Word documents, spreadsheets, and PDFs.





Review Completed Report

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

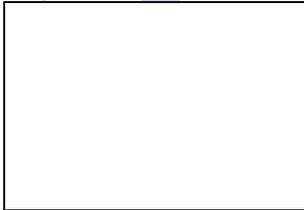


2015 Annual Recycling and Waste Reduction Report

ACME Condos

[View Printer Friendly](#) [View Larger Font](#)

Report Filer [edit](#)



Report statistics

Signed by:
Report Submitted:
Report Created on: 01/21/2013

For these materials	Your 2016 Recycling Rate is
Required recyclable materials	31.7
Required + Voluntary Recyclable Materials	32.1

This Report covers:

Number of units	80
Green area	2 acres

Required Recyclables [edit](#)

Mixed paper: 79872 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
2-cubic yard dumpster	2	1 per week	AA Refuse, Inc.	46488 pounds
90- or 96-gallon wheeled cart	6	1 per week	Roll-Off Express, Inc.	33384 pounds



Think Reduce and Recycle at Apartments and Condominiums



Submit Your Recycling Report for 2016

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Edit Report for:

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 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. *

Name of Property Owner, Manager, or Other Responsible Party *

Title of Property Owner, Manager, or Other Responsible Party *

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

- Receive e-mail confirming report was submitted
- Receive e-mail after report is field verified and approved by DSWS giving your 2016 recycling rate





Common Mistakes

Incomplete reports

- Missing mandatory materials
- Missing weights
- Missing Collector information
- Missing Waste Reduction and Education information



Questions?



Montgomery County
Division of Solid Waste Services
Waste Reduction and Recycling Section
TRRAC Program

101 Monroe Street, 6th Floor
Rockville, Maryland 20850

(240) 777-6446 (PHONE)

(240) 777-6465 (FAX)

david.frank@montgomerycountymd.gov

www.montgomerycountymd.gov/recycling

