

HOW TO CONTRACT FOR RECYCLING COLLECTION SERVICES FOR BUSINESSES



REDUCE, REUSE &
**RECYCLE
RIGHT!**

RECYCLING: It's The Law

Montgomery County Executive Regulation ER 1-15 requires all businesses and property owners, managers, employees and recycling and refuse collection companies to recycle. The Montgomery County Department of Environmental Protection Recycling and Resource Management Division (RRMD) Waste Reduction and Recycling Section provides on-site technical assistance and education, educational materials and training to businesses and organizations, but the responsibility of engaging a company to collect your recyclables lies with your organization.

Understand the Recycling Needs of your Business



Most organizations in Montgomery County generate materials that are required to be recycled. If your business generates any of the following materials, you will need to arrange recycling collection services for them.

Mixed Paper or Sorted Paper

- Office Paper/Shredded Paper
- Corrugated Cardboard/Paperboard
- Newspapers/Inserts
- Magazines/Catalogs
- Hardcover and Paperback Books
- Unwanted Mail/Envelopes
- All Other Clean, Dry Paper

Scrap Metal

- Ferrous and Non-Ferrous Items

Commingled or Separated Containers

- Glass Bottles and Jars
- Empty, Non-Hazardous Aerosol Cans
- Aluminum Cans/Foil Products
- Steel/Tin Cans
- Plastic Bottles, Jars, Containers and Tubs
- Caps and Lids

Yard Trim

- Grass, Leaves, Garden Trimmings and Brush

Christmas Trees

Select a Recycling Collection Company



There are many companies that specialize in providing recycling collection services and businesses should shop around to find the company that best meets the service needs and pricing for their organization. Many service providers offer both recycling and refuse collection services. Container types, collection services and education or support services can vary from one company to the next. To find recycling collection companies, conduct a search online or view our listing of recycling companies in the Business Recycling Regulation Handbook, available on our website at MontgomeryCountyMD.gov/RecycleRight and click on Recycle at Work.

Ask the Important Questions

When selecting a recycling company, here are some questions you may want to have answered:

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- What types of recyclable materials do you collect?
- Will you help me determine the appropriate number and size of central recycling collection containers and the placement of these containers? Will you suggest a collection schedule that fits my business?
- Is there a minimum amount of materials required for pickup?
- Do you provide "scheduled" or "on call" service?
- Will you pay for our recyclable materials? If so, what pricing structure will be used, and what is the frequency of payment?
- What is the allowable level of contamination?
- How will I be notified if the recyclables are too contaminated?
- Will you pick up from within our offices or only from a loading dock or outdoor collection area?
- Will you maintain the central recycling collection containers by making sure they have proper lids and are properly labeled?
- Will you provide recycling containers for inside my business?
- Can my organization sign a long-term (one year or more) contract?
- Will you provide monthly tonnage reports on the amount of recyclables collected for each material for my business to report on my Annual Recycling Report that I submit to the County? (Note: Ask your recycling service company to report by weight: pounds or tons – not volume.)
- Are you licensed to collect recyclable materials in Montgomery County? (Businesses in the County must use a collection company that has a valid license to collect recyclable solid waste in the County.)

Establish a Service Agreement with a Recycling Collection Company

To ensure the long-term success of your recycling program, it is important to establish a contract or service agreement with a recycling collection company. A contract will identify specific services to be performed and any rebates and revenues to be applied under the agreement and how they will be applied.

As you negotiate service contracts for recycling collection services, review the full range of cost options, as well as the potential to reduce the size and/or number of refuse containers, as you add recycling containers. Recycling can be cost effective if a program is carefully planned and coordinated with your recycling collection company.



Specialized Recycling Services

Your business may also generate large quantities of other materials that could be recycled such as:

- Batteries
- Computers and related electronics
- Food scraps
- Plastic film such as plastic bags and shrink wrap
- Toner cartridges
- Wood pallets

You can obtain a list of companies that haul, collect, process and/or recycle these materials in the Business Recycling Handbook, which is available online at MontgomeryCountyMD.gov/RecycleRight



Renegotiating Your Refuse/Trash Collection Services

Have you added or increased recycling collection services? Are you getting near the end of your waste and recycling contract? Has your business recently changed operations? Now is a good time to reevaluate your collection contract. Generally, it's good practice to rebid waste and recycling service every 3 years. When you add or increase recycling collection services, you are shifting materials out of your trash containers and into the recycling containers. Therefore, your business or organization may be able to reduce the size of or the number of refuse collection containers, or may be able to decrease the collection frequency, saving money on waste disposal costs.

- Conduct an audit of your waste and recycling collection containers and determine if you can reduce the size of your containers or frequency of collection, known as right-sizing.
- Check current contract to be sure you are not on auto-renew.
- Know the end clauses – are you required to give notice?
- Review invoices to understand what you are currently being charged. Are there extra surcharges or hidden fees that can be eliminated?
- Will the collector work with you to meet certain performance-based goals?
- Consider contracting with a waste consultant to assist getting a better price or more agreeable terms

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This information is available in an alternate format by calling 240-777-6421.