

# CONTACT INFORMATION

Recycling is a smart business move, and simply the right thing to do. So, let's SORRT it out, together!

To partner with SORRT or to learn more about business recycling, please contact Montgomery County's Business Recycling Program.

Montgomery County, Maryland  
Department of Environmental Protection  
Recycling and Resource Management Division  
Waste Reduction and Recycling Section

SORRT (Smart Organizations Reduce and Recycle Tons) Program


2425 Reedie Drive, 4th Floor  
Wheaton, Maryland 20902  
Phone: 3-1-1 (out-of-County: 240-777-0311)  
Fax: 240-777-6465  
TTY: Maryland Relay 7-1-1

[MontgomeryCountyMD.gov/RecycleRight](http://MontgomeryCountyMD.gov/RecycleRight)



MAKE IT  
YOUR  
BUSINESS  
TO RECYCLE

IT'S EASY TO  
SORRT OUT

This information is available in an alternate format by calling (240) 777-6486.  
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# MAKE IT YOUR BUSINESS TO DO THE RIGHT THING

Did you know recycling 1 glass jar saves enough energy to run a 100-watt light bulb for 4 hours? Did you know that 17 trees and 7,000 gallons of water are wasted every time a ton of paper is thrown away? Did you know that recycling 1 aluminum can saves enough energy to power a television for 3 hours?

By recycling and reducing waste, your business will help protect the environment and reduce your organization's long-term costs. Each time your business recycles, it saves both virgin raw materials and energy. Recycling and reducing waste is easy to do and is required under Montgomery County's solid waste laws and recycling regulations.

Montgomery County Executive Regulation (ER) 1-15 requires all businesses to recycle. In addition, business recycling efforts will help the County reach its goal to reduce waste and recycle even more of the waste generated in the County, aiming for zero waste.



## IT'S THE LAW

ER 1-15, developed by Montgomery County's Recycling and Resource Management Division (RRMD), is the result of collaboration with various stakeholders, including the County Executive Task Force on Recycling, Solid Waste Advisory Committee, Facilities Implementation Group, licensed collectors, businesses, property managers, and others.

Businesses must be more aggressive in their waste reduction and recycling efforts. Increased recycling will stimulate the growth and development of recycling facilities and markets in this region, making recycling services readily available in the long-term.

## REQUIREMENTS

Montgomery County businesses are required to submit a Business Recycling and Waste Reduction Plan to the County when programs are newly implemented, in accordance with ER 1-15. The Plan must be completed using the best available information, in order to provide the County with a clear picture of how your business is, or will be, recycling.

### Annual Report Requirements

The County's recycling regulation also requires businesses to file an annual recycling and waste reduction report based on business size, which is determined by the number of employees on-site.

Annual Report Requirements	
Number of Employees	Annual Report Due Date
250 or more on-site employees	February 1
100 to 249 on-site employees	March 1
Fewer than 100 on-site employees	March 1
Property managers/owners filing for multi-tenant facilities	March 1



## Required recyclable materials

Businesses are required to recycle the following materials:

Mixed or sorted paper, commingled items, scrap metal items, yard trim and Christmas trees.

Your business may also generate a large quantity of other materials that could be voluntarily recycled, such as:

- food scraps
- toner cartridges
- computers, or
- plastic shrink wrap/film.

Recycling all of the materials that your business generates may reduce your waste collection and disposal costs.



## Mixed or sorted paper

(white paper, colored paper, shredded paper, corrugated cardboard, boxboard, newspapers, inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and all other clean, dry paper)

## Commingled containers which may also be separated

(aluminum cans and foil products, bi-metal steel/tin cans, empty, non-hazardous aerosol cans, glass bottles and jars, and plastics including bottles, jars, tubs, flower pots, pails, buckets, lids, caps, and clamshell containers)



## Scrap metal items

(non-ferrous and ferrous)

## Yard trim and Christmas trees

(grass, leaves, garden trimmings, and brush)



# NEED HELP? LET US SORRT IT OUT

SORRT stands for Smart Organizations Reduce and Recycle Tons. Reduce, Reuse and Recycle are the three “R’s” of responsible solid waste management. Businesses and organizations throughout Montgomery County can obtain these services from the SORRT Program:

- On-site and virtual technical assistance and consultation.
- Business recycling handbooks, videos, and promotional materials.
- Seminars, webinars, and workshops tailored to suit your business’ needs.
- Information on waste reduction, buying recycled products, recycling companies, and reuse opportunities.
- Information on County regulations and compliance.
- Special event displays and demonstrations.
- Newsletters.
- Resource listing of companies that provide refuse and recycling collection services to businesses.

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# THINK, PLAN, AND REDUCE WASTE

There are several ways to encourage waste reduction in the workplace.

- Emphasize the importance of waste reduction.
- Use a “Just in Time” system: reorder business supplies as needed, rather than maintaining excess inventory.
- Initiate a “First-in, First-out” policy: organize your inventory so that supplies that were purchased first are used first.
- Establish inventory control.
- Date-stamp incoming materials.
- Use email and maintain electronic documents instead of printing.
- Employ double-sided copying.

# OVERALL BENEFITS OF RECYCLING

Did you know that incinerating 10,000 tons of waste creates 1 job, while landfilling the same amount creates 6 jobs and recycling the 10,000 tons creates 36 jobs? Here are a few economic and environmental benefits associated with recycling:

## • Economic Benefits:

- Creates jobs.
- Encourages new technologies.
- Adds value to natural resources.
- Increases availability of new commodities.

## • Environmental Benefits:

- Reduces air pollution.
- Reduces water pollution.
- Saves energy.
- Saves water.
- Reduces use of natural resources.
- Reduces the need for other means of disposal.



# WHY BUY RECYCLED?

To keep recycling in demand, businesses need to go beyond simply recycling materials and begin purchasing products made from recycled material. When we buy products made from recycled content, we create an economic demand for recyclable materials to be collected, manufactured, and marketed as new products. This is called "closing the loop." Your business can help create a strong market for recycled products by buying recycled goods.

## • Buying Recycled Products:

- Stimulates demand for recycling.
- Lowers cost of recycled materials.
- Enhances an organization's image.



# SEVEN EASY STEPS TO GET STARTED

Below is a quick overview of how to get your business recycling program started. For your copy of the Business Recycling Regulation Handbook, simply call SORRT at 3-1-1 or 240-777-0311 (if calling from outside Montgomery County). We'll be happy to meet with you to talk about how to set up a program specifically designed for your business.

It is our experience, regardless of business type, that there are seven steps to successful business recycling:

## STEP 1: ENLIST THE SUPPORT OF TOP MANAGEMENT

Most executives readily acknowledge the advantages of recycling and are very supportive of these programs.

Your company benefits in a variety of ways. The cost of supplies and materials is reduced, as well as the cost of waste collection and disposal.

Your company's image improves, as does your employees' pride in their workplace. Last, but not least, your company makes a positive and noticeable impact by improving the environment.

## STEP 2: SELECT A RECYCLING COORDINATOR

Leadership and enthusiasm are key to having a successful recycling program. Many companies choose to designate a recycling coordinator — someone who is upbeat, organized, and communicates well.

This individual may be responsible for recommending a recycling collection company, organizing the collection system, encouraging employee involvement, tracking the progress of the program, and keeping necessary files, including contracts and weight receipts.

In addition to the coordinator, you may want to have program monitors on each floor or in each department. Monitors should make sure recycling containers are free of trash, notify the coordinator of overflows, and encourage fellow employees to participate.

## STEP 3: DETERMINE WHAT CAN BE RECYCLED

Look around your workplace and identify the types of materials that are generated. Remember, mixed paper, commingled containers, scrap metal, yard trim, and Christmas trees must be recycled. In addition, your business may generate other recyclable materials such as food scraps, computer equipment and pallets. Remember, the more you recycle, the more you reduce your waste collection costs. You may even generate some revenue by selling recyclables to a recycling center or scrap yard if you transport them to the facilities yourself.

## STEP 4: CHOOSE A COLLECTION COMPANY

Select a collection service (also referred to as a hauler) that will either pick up your recyclables or accept materials you transport to their facility.

There are several different types of companies to suit your needs. Paper recyclers take large quantities of office paper and corrugated boxes. Waste collection companies may also collect many types of recyclables and take these to private processing facilities. Specialty recycling firms, several of which operate on a non-profit basis, will collect smaller quantities of materials. Scrap dealers usually offer collections for a wider range of materials.

It is important to shop around and ask questions.

Depending on the material type, some companies will pick up recyclables free of charge. Some may require a minimum quantity for pick up. Some may pay you for the recyclables, while others may charge a pick-up fee.

When you are ready to negotiate for recycling collection services, it is wise to call a few collection service companies to compare prices for the services that best meet your business' recycling needs.

Here are a few questions to ask potential collection companies:

1. Will one of your representatives visit my business to conduct a waste audit?
2. What types of materials do you collect (mixed paper, cardboard, commingled materials or other materials, etc.)?
3. What is the minimum amount required for a collection?
4. Do you provide "scheduled" or "on-call" collections?





# SEVEN EASY STEPS TO GET STARTED CONTINUED

## STEP 5: LOCATE A COLLECTION AND STORAGE AREA

The key to a successful recycling program is CONVENIENCE!! Convenience encourages greater employee participation. Remember, sometimes less is more. The less sorting, walking, and decision-making your employees need to devote to recycling, the better.

Here are a few other ways to ensure your program's success:

- Designate and clearly label recycling containers.
- Recycling containers must be placed in every area where trash containers are located.
- Place recycling containers in areas that are easily accessible (even near vending machines).
- Use desk-top or desk-side bins for office use and small bins under register counters. Converted trash cans work well and save money.
- If your company sells food or beverages in recyclable containers for on-site consumption, a recycling bin must be provided for customers to use.
- Make sure outdoor collection areas are accessible to all participants.
- Property managers and independent contract holders should place recycling collection containers in multiple locations, so tenants do not need to transport their recyclables far away from their office or store.

Consult your landscaper or lawn care service provider to make sure your business' yard trim is recycled properly. Grasscycling is the best option. Leaving grass clippings on the lawn after it is mowed is an inexpensive way to return vital nutrients to the soil. Otherwise, the grass clippings must be removed for recycling.

You will need to designate a storage area for your recyclables and ensure that recyclables are accessible for your collector on your pre-arranged recycling collection day. Most recycling service companies will pick up your materials on a pre-arranged schedule. Property owners are required to provide recycling collection service and storage space for recyclable materials for their tenants.

## STEP 6: PROMOTE YOUR PROGRAM

Develop a positive, upbeat campaign to keep up employee enthusiasm and teach employees what to do. Highlight your program with informative posters and signs. Use graphics to identify your recycling containers. Develop obtainable recycling goals and incentives.

Reward your employees with positive feedback. Tell them how the program is going — how much material was recycled, the dollars saved, and the environmental benefits of their efforts. Reward the floors or departments that recycle the best with a free lunch or another incentive.

## STEP 7: MONITOR YOUR PROGRAM

Periodically review your program so adjustments may be made quickly and smoothly. Ask employees, management, and custodians for their input. Also, talk with your recycling collection company about the quality of the recyclables collected from your business/property.

