



Businesses, organizations, not-for-profit organizations, and local, state and federal government facilities in Montgomery County are required to recycle.

Montgomery County Executive Regulation (ER) 1-15, requires all business and property owners, managers, employees, and recycling and refuse collection companies to recycle and includes reporting and other program requirements. In addition, ER18-04 prohibits the disposal of required recyclable materials as solid waste at County disposal facilities. Montgomery County has a goal to reduce waste and recycle more, aiming for zero waste. With commitment from all businesses and the cooperation of refuse/recycling collection companies, the County can achieve this goal.

This brochure answers some of the most commonly asked questions about business recycling requirements in Montgomery County. Please call **SORRT at 3-1-1 or 240-777-0311** (if calling from outside Montgomery County) if you have additional questions.



Printed on recycled and recyclable paper.

Businesses and organizations are encouraged to partner with the Montgomery County Department of Environmental Protection Recycling and Resource Management Division Waste Reduction and Recycling Section's SORRT (Smart Organizations Reduce and Recycle Tons) Program.

SORRT is a County program that assists businesses and organizations with their waste reduction and recycling programs by providing technical on-site support and recommendations, educational materials, trainings and presentations for staff, as well as opportunities to attend seminars, webinars and workshops held throughout the year.

To learn more about business recycling, call **Montgomery County's SORRT Program at 3-1-1 or 240-777-0311** (if calling from outside Montgomery County).

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 Reddie Drive, 4th Floor  
Wheaton, Maryland 20902

PHONE: 3-1-1 or 240-777-0311

FAX: 240-777-6465

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WEBSITE:

[MontgomeryCountyMD.gov/RecycleRight](https://montgomerycountymd.gov/RecycleRight)



# QUESTIONS & ANSWERS ABOUT SORRT

Montgomery County's  
Business Recycling Program



Q Which businesses are required to recycle?

A All businesses in Montgomery County, whether enterprise, individual, corporation, partnership, sole proprietorship, or other entity or person, including institutions, health care facilities, construction sites, and Federal, State, and local government facilities, are required to comply with the recycling regulations.

Q What materials must my business recycle?

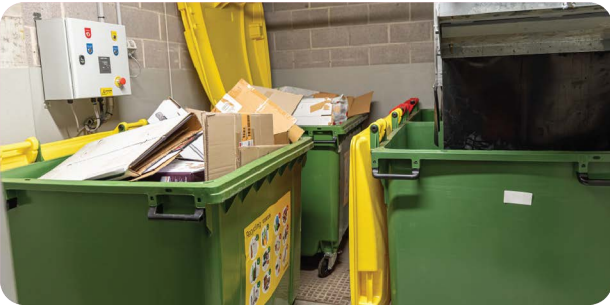
- A Businesses are required to recycle the following materials:
- **Mixed or sorted paper**  
(white paper, colored paper, shredded paper, corrugated cardboard, boxboard, newspapers, inserts, magazines, catalogs, paperback and hardcover books, unwanted mail, and all other clean, dry paper)
  - **Commingled or separated containers**  
(aluminum cans and foil products, bi-metal steel/tin cans, empty non-hazardous aerosol cans, glass bottles and jars, and plastics including bottles, containers, jars, tubs, flowerpots, pails, buckets, lids, caps, and #1 PET clamshell containers)
  - **Scrap metal**  
(ferrous and non-ferrous items)
  - **Yard trim**  
(grass, leaves, garden trimmings, and brush)
  - **Christmas Trees**

Other materials that businesses can recycle voluntarily include:

- Computer and electronic equipment
- Construction and demolition debris
- Food scraps
- Pallets
- Plastic film, such as plastic shopping bags and shrink wrap
- Toner cartridges
- Wood pallets

Q How do I start a recycling program for my business?

A It is the responsibility of the business to identify, select and contract with a recycling collection company that meets its specific needs. To assist with this, businesses can refer to the Montgomery County Business Recycling Regulation Handbook which includes a resource list of companies known to provide recycling collection services in the County, or act as drop-off locations where businesses can self-haul their recyclable materials. To request a County representative to conduct a recycling assessment of your business and provide recommendations to improve your recycling, waste reduction, and buying recycled efforts, contact the SORRT Program at 3-1-1 or 240-777-0311 (if calling from outside Montgomery County) and we will be happy to schedule a meeting with you.



Q What is the role of non-residential commercial property owners or managers?

A Property owners, consistent with the County's solid waste law, Chapter 48 of Montgomery County Code and ER 1-15, are required to make recycling collection service and storage space for recyclable materials available to tenants. In addition, property owners and/or managers of multi-tenant facilities must file an Annual Business Recycling and Waste Reduction Report covering facilities in their entirety and including information for all tenants.

Q Are there fines associated with non-compliance?

A Failure to comply with the recycling requirements of ER1-15 is a Class B Violation of Montgomery County Code and is subject to fines of \$100 for the initial violation and \$150 for subsequent violations levied each day the violation persists.



Q Will my business benefit from recycling, or is it just one more burden imposed by government?

A If you currently dispose of large amounts of waste that can be recycled (such as mixed paper), you may find that recycling will save your company money. The refuse collection company that collects your trash passes along the costs to dispose of the trash. However, if a recycling collection company can avoid a disposal fee and recover some revenue from the sale of the recyclable commodity, the savings should be reflected in your service bill. At the same time, in most cases, you can reduce the size of your trash container, or reduce the frequency of collections, saving even more money.

Even small businesses that lease property may see reduced costs. By recycling, you are keeping the costs down for your property owner or management company, and that should also keep your costs down.

Most importantly though, reducing waste and recycling as much material as possible makes Montgomery County an even better place to live, work, and play – for this generation and for generations to come. That's why we have set the goal to reduce waste and recycle even more, aiming for zero waste.

Q What reports are required?

A All businesses are required to file a **Business Recycling and Waste Reduction Plan** when they first begin operations in the County. The Plan identifies the materials that your business will recycle, a description of your collection system, and the name of the recycling company responsible for recycling the materials collected from your business. Businesses are also required to file an **Annual Business Recycling and Waste Reduction Report**, based upon the number of on-site employees. This report summarizes the quantities of materials recycled and disposed of during the previous calendar year. In addition, the report requires businesses to provide a description of their waste reduction and/or reuse efforts and detail how they educate their employees or tenants about their recycling program.

ANNUAL REPORT REQUIREMENTS

BUSINESS SIZE (NUMBER OF ON-SITE EMPLOYEES)	DUE DATE
Large (250 or more on-site employees)	February 1st
Medium (100- 249 on-site employees)	March 1st
Small (Fewer than 100 on-site employees) and that have been requested to file an annual recycling report by the County	March 1st
Property owners of multi-tenant facilities	March 1st