Montgomery County, Maryland

BUSINESS
RECYCLING
GUIDEBOOK

DEPARTMENT OF
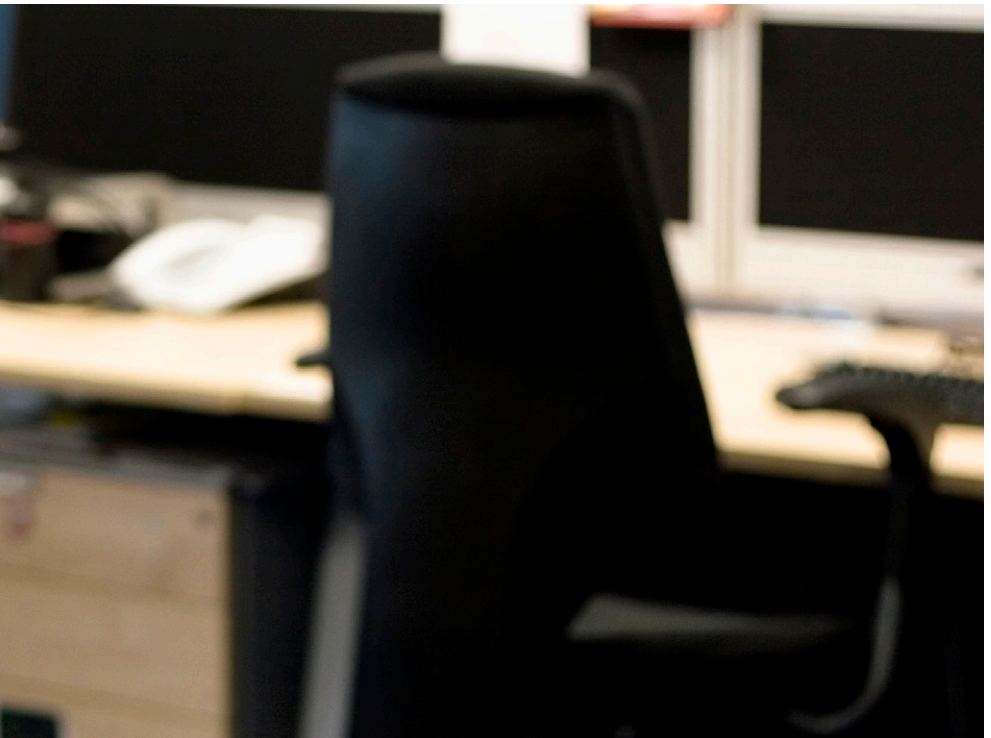**ENVIRONMENTAL PROTECTION**
MONTGOMERY COUNTY • MARYLAND

SORRT

RECYCLING...

Businesses in Montgomery County, Maryland have been required to recycle since 1993. This guidebook will provide you with the information you need to develop a successful recycling program at your workplace. Topics include:

- Recycling and the Law
- Materials which must be recycled in Montgomery County
- How to contract with a recycling collection company
- Filing your Annual Recycling and Waste Reduction Report
- Waste reduction tips
- Importance of buying recycled-content products
- Services available to businesses through the SORRT Program

IT'S THE LAW

Montgomery County Executive Regulation 1-15 requires businesses to recycle, develop a waste reduction and recycling plan, submit an annual report on waste reduction and recycling activities, and ensure containers for all required recyclable materials are available. This regulation applies to all businesses, organizations and local, state and Federal government facilities, and property owners, managers, employees, and recycling and refuse collection companies.

There are more than 33,000 businesses operating in Montgomery County including non-profit organizations, public and private schools, Federal, state, and local government facilities, and home-based businesses. These businesses generate over half of all the solid waste generated in the County. The County has a goal to reduce waste and recycle 70%, aiming for zero waste. Increase recycling from businesses and organizations is critical to achieving these goals.

MATERIALS THAT BUSINESSES ARE REQUIRED TO RECYCLE

Commingled Materials:

- Clear, Green and Brown Glass Bottles and Jars
- Aluminum Cans and Foil Products
- Bi-metal (Steel/Tin) Food and Beverage Cans, and Empty, Non-Hazardous Aerosol Cans
- Plastic Bottles, Containers, Tubs, Lids, Jars, Pails, Buckets, Cups, Flowerpots, Plastic Clamshells, Caps and Lids

Mixed Paper

- White Paper/Office Paper/Colored Paper
- Corrugated Cardboard/Boxboard
- Newspapers/Inserts
- Magazines/Catalogs
- Hardcover and Paperback Books
- Unwanted Mail/Envelopes
- Shredded Paper
- Coated-Paper Cartons/Boxes
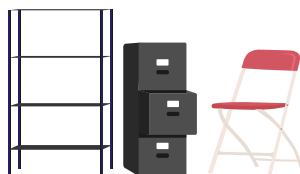- All Other Clean, Dry Paper

Yard Trim

- Grass, Leaves, Garden Trimmings, and Brush
- Christmas Trees

Scrap Metal

- Ferrous and Non-Ferrous Items
- Pots, Pans and Clothes Hangers
- Screws, Nails, Brackets, Nuts, Bolts
- Office Furniture, Filing Cabinets, Shelves

Your business may also generate large quantities of other materials that could be recycled. Some examples are:

- Computers and related electronics
- Batteries
- Wood Pallets
- Toner Cartridges
- Plastic Bags, Films, and Wraps
- Food Scraps

Ban on the Use and Sale of Polystyrene Food Service Ware and Packaging Peanuts

The use and sale of polystyrene food service ware and expanded polystyrene loose fill packaging (packaging peanuts) is prohibited in Montgomery County, Maryland. All food service establishments must use food service ware that is recyclable in Montgomery County, MD or compostable. For more information about the law, a list of vendors that offer recyclable or compostable food service ware, and food scraps recycling resources, visit our website at: MontgomeryCountyMD.gov/recycling.

MONTGOMERY COUNTY EXECUTIVE REGULATION (ER) 1-15 REQUIREMENTS FOR BUSINESSES

Applies to all businesses and organizations in Montgomery County, including property owners, property managers, and common ownership associations, including boards of commercial condominium associations.

Compliance with ER1-15:

Each business must place containers for all required recyclable materials in adequate sizes and quantities wherever trash containers are located.

All containers must be clearly labeled to indicate the appropriate material(s) to be placed inside.

All solid waste and recycling containers for the collection of solid waste and recyclable materials must be located within reasonable and convenient proximity to all buildings and other uses on-site.

Any business that sells or provides food or beverages in recyclable containers for on-site consumption must provide an adequate size and number of recycling containers for use by consumers.

Property owners of commercial properties and business condominium associations must make recycling collection service and storage space for recyclable solid waste available to tenants.

Businesses that contract for recycling collection service are required to use a collector with a valid and current Montgomery County Collector's License.

SELECTING A RECYCLING COLLECTION VENDOR

Since the County does not provide recycling or refuse collection services to businesses, they must self-haul, back-haul, or contract with a Montgomery County licensed recycling collector. Recycling material that your business generates can reduce overall waste collection and disposal costs. To ensure the long-term success of your recycling program, it is important to establish a contract or service agreement with a recycling service provider that identifies specific services to be performed, rebates and revenues (if any) to be applied and how they are to be applied, and market conditions which may affect the contract. Keep in mind that collection services, container types, and education or support services offered by recycling companies can vary from one firm to the next. Make sure you have all the answers to the following questions when negotiating with a recycling collection company.

- What other types of recyclable materials will you pick up?

- Will you pay for our paper or other recyclables? If so, what pricing structure will be used, and what is the payment schedule?

- What is the allowable level of contamination?

- What is the space allocation needed to allow for placement of bins and collection of recycling based on the sizes or location of the business. Are you willing to sign a long-term (one year or more) contract?

- Will you provide monthly tonnage reports on the amount (in weight, not volume) of recyclables collected for each material for County recycling reports?

- What services (such as training staff, supplying bins, etc.) will you provide in helping us set up a recycling program?

- What types of reporting is available to track the recycling process and associated costs?

Requirement for Property Management Companies

ER 1-15 requires property owners to provide recycling collection services and storage space for recyclable materials for their tenants. If you work in a multi-tenant building, office park, or shopping center, contact your property manager to find out what recycling collection services are provided for your business. Ensure you are familiar with all onsite processes and requirements to maintain compliance.

ANNUAL RECYCLING AND WASTE REDUCTION REPORT

In addition to recycling, large businesses, medium businesses, and certain small businesses are required to file an Annual Business Recycling and Waste Reduction Report to the County. The purpose of the Report is to document the recycling activities of your business. In addition, businesses may use this report to track their individual recycling progress over time.

- Access the report online and complete contact information, a description of the types and quantities of items that are recycled, and those that are disposed of as trash.
- Complete a section on reporting educational activities and waste reduction and buying recycled efforts.

The due dates for the annual reports are as follows:

- **Large Businesses** (250 or more employees) annually by February 1st

- **Medium Businesses** (100 to 249 employees) annually by March 1st

- **Small Businesses** (fewer than 100 employees) initial report due 60 days from receipt of a written request from the RRMD; thereafter, annually by March 1st

- **Property owners** of multi-tenant facilities annually by March 1st

Businesses may file their Annual Reports by mail, fax, or online at our website MontgomeryCountyMD.gov/recycling. For more information call 311 or 240-777-0311.
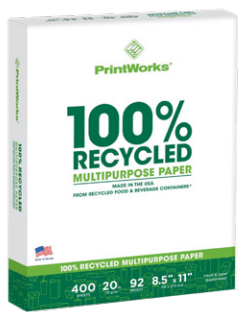
WASTE REDUCTION

Waste reduction is the key to reaching the County's goal to reduce waste and recycle 70%, aiming for zero waste. Every business in Montgomery County is required to have a waste reduction and recycling program in place to decrease the amount of waste generated. Waste reduction benefits the environment by helping to conserve natural resources and reducing pollution associated with the manufacturing, transportation, and collection of materials. Your waste reduction program should encourage employees to:

- Use reusable cups or water bottles, mugs, dishes and utensils.

- Buy condiments in bulk instead of individual packets.

- Use reusable bags and food containers for lunch.

- Use email for internal and external communications.

- Hold virtual meetings and share documents electronically to reduce printing.

- Make double-sided copies when possible.

- Check with your landscaper to find out if they grasscycle; ensure grasscycling is a requirement in your contract. This reduces the need for and cost of commercial fertilizers.

- Provide reusable and durable mugs, plates, and cutlery in common areas instead of disposable items.

- Ask your vendors to use reusable plastic, metal, or wood containers to transport items and supplies.

BUY RECYCLED-CONTENT PRODUCTS

When businesses and individuals buy recycled-content products, it is known as "closing the loop." Buying recycled products ensures there are markets for goods that contain recycled materials and contributes to the success of recycling programs. Many recycled-content products cost the same or even less than their counterparts made of virgin raw materials.

Buying recycled also makes good business sense

Many customers look for businesses that "buy recycled" and use recycled-content products.

It's easy to do. In fact, there are many common office supplies made from recycled materials that can be purchased such as:

• Printing and writing papers

• Pens, pencils, rulers, and scissors

• File folders and envelopes

• Reusable cups and mugs

• Toner cartridges

• Recycling and trash containers

Your business can also promote the reuse of some of its materials by donating:

• Used vehicles

• Outdated electronic items such as computers and printers

• Extra binders and other supplies to schools or libraries

This not only helps your community, but also helps preserve natural resources and the environment.

MAKE SORRT YOUR BUSINESS PARTNER

The SORRT Program (Smart Organizations Reduce and Recycle Tons) has a dedicated team that promotes and supports business recycling in Montgomery County, Maryland.

SORRT provides technical support, informational materials, and special member invitations to a variety of seminars and workshops. The SORRT Program also provides guidance to businesses on how to set up, maintain, and expand recycling and waste reduction programs; access a list of resources of companies that currently provide recycling collection and container services to businesses; and referrals to other Montgomery County business owners who can share their recycling experiences.

SORRT offers your business:

- On-site recycling program technical assistance
- Training seminars
- Recycling containers and labels
- Educational brochures, manuals, posters, and videos; some in multiple languages
- Online quarterly SORRT Network Newsletter
- Support at events by distributing recycling information to fellow employees

By partnering with the SORRT team, your business can easily obtain the required information needed for complying with current regulations and setting up and maintaining a highly effective recycling program.

To get started, call SORRT at 311 or 240-777-0311 (if calling from outside Montgomery County) or TTY: MD Relay 711, or visit our website at: MontgomeryCountyMD.gov/recycling.

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