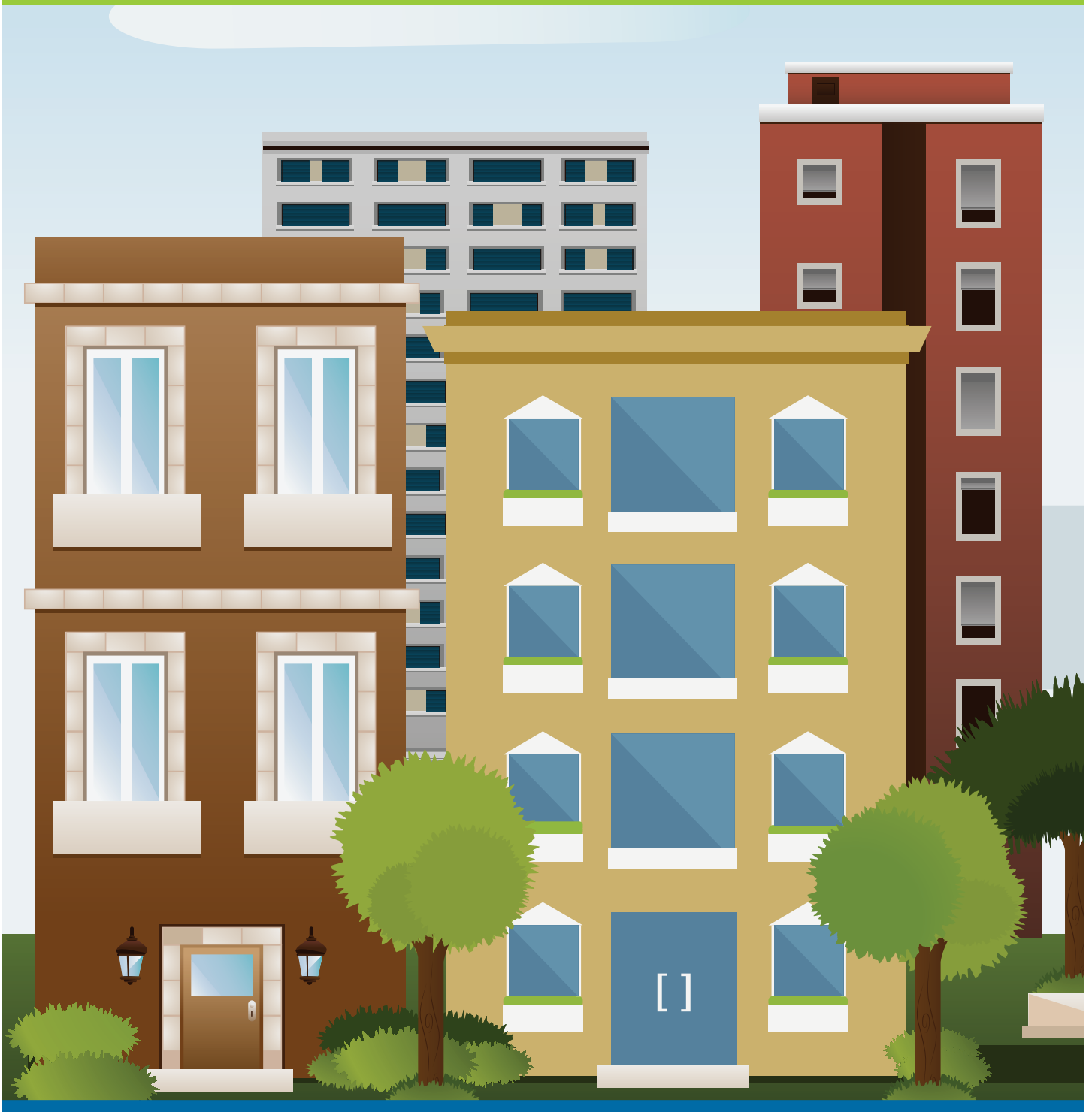


# Property Manager's Guide

to Recycling and Waste Reduction at Multi-Family Properties



DEPARTMENT OF  
ENVIRONMENTAL  
PROTECTION  
MONTGOMERY COUNTY • MARYLAND

**TRRAC** 

Think Reduce and Recycle at Apartments and Condominiums



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# I INTRODUCTION



Montgomery County, Maryland has a strong tradition of commitment to preserving natural resources and protecting the environment. The County's recycling and waste reduction program began in the late 1970's, and it continues to expand and improve every year, with the help of all who work and live in the County.

Multi-family properties such as yours comprise approximately 36 percent of all households in the County, and they can contribute significantly to maximizing recycling achievement and reducing the amount of waste generated. More than one million tons of waste are generated in the County annually.

Montgomery County is widely recognized for its comprehensive and robust recycling programs and strives to reduce waste and recycle even more of the waste generated in the County, aiming for zero waste.

If you are developing a new recycling and waste reduction program for your property, this guide will lead you through the process by providing information about the County's solid waste and recycling requirements, helpful lessons learned by other properties, and resources to make your job easier. If you already have a recycling program in place, information in this guide can help you improve your program to maximize recycling achievement and cost savings.



The Montgomery County, Maryland Department of Environmental Protection Recycling and Resource Management Divisions' TRRAC (Think Reduce and Recycle at Apartments and Condominiums) team is available to assist you, so please contact us with your questions or requests. For more information and resources, visit [MontgomeryCountyMD.gov/RecycleRight](https://MontgomeryCountyMD.gov/RecycleRight) or call 3-1-1 (or 240-777-0311 if outside of Montgomery County).

Recycling is mandatory for all multi-family properties in Montgomery County (see Montgomery County Executive Regulation (ER) 1-15). This regulation defines which materials must be recycled in the County and establishes the requirements for properly managing recyclable materials.

Montgomery County Executive Regulation 1-15 defines "multi-family entities" as "dwelling units that have 7 or more units."



## II BENEFITS – ECONOMIC AND ENVIRONMENTAL

We all have a responsibility to use our natural resources wisely. Recycling conserves natural resources and energy, reduces pollution, and reduces the amount of waste sent to disposal facilities. By recycling, we contribute to a cleaner, healthier environment and a more sustainable economy.

### A. Recycling Costs Less Than Trash

Recycling collection service generally costs less than trash collection service, on a per ton basis. While collection companies must pay tipping fees to dispose of the trash they collect from multi-family properties, they can sell recyclable materials for revenue or, at a minimum, take them to the Montgomery County Shady Grove Processing Facility and Transfer Station at no charge. The table below shows the “tipping” fees assessed on materials brought to the County’s facility. As can be seen, loads of trash delivered to the transfer station are charged per ton, while commingled materials, mixed paper, and scrap metal may be recycled at no charge. Logically, the more your property can recycle, the less you should need to spend on trash disposal.

#### Montgomery County Shady Grove Processing Facility and Transfer Station Fees\*

Material Type (Residential Sources)	User Fee
Commingled materials – aluminum cans and foil products; bi-metal cans; empty non-hazardous aerosol cans; glass bottles and jars; plastic bottles and jars, clamshell containers, trays, deli containers, domes, cups, and lids.	No charge
Mixed paper – cardboard boxes, white and colored paper, newspapers and inserts, magazines, catalogs, paperboard, shredded paper, paperback and hardcover books, telephone books, unwanted mail, coated paper items such as milk cartons and juice boxes, frozen food and ice cream containers, paper cups, and all other clean and dry paper.	No charge
Scrap metal – household metal items such as irons, pots, pans, lamps, and hangers; appliances such as refrigerators/freezers, washers/dryers, furniture; fencing; tools; and pipes.	No charge
Yard trim and Christmas trees – grass clippings, leaves, brush, garden trimmings and Christmas trees.	\$46/ton for loads greater than 500 pounds No charge for loads less than 500 pounds
Trash/Refuse (more than 500 pounds)	\$60/ton
Construction and Demolition material and/or Open-top Roll-off boxes	\$76/ton

\* Fees effective July 1, 2021 and subject to change.

Visit [MontgomeryCountyMD.gov/recycling](https://montgomerycountymd.gov/recycling) for current fees.

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Montgomery County operates a dual-stream recycling program (e.g. mixed paper items are collected separately from commingled materials). Recyclable materials in dual-stream recycling programs are generally more valuable than materials collected together in single-stream recycling programs. This is due to less contamination, which allows these materials to be recycled into higher quality new recycled-content products.

Beyond saving money through increased recycling, waste reduction initiatives can help reduce costs as well. Preventing waste, reusing items, and donating gently-used working items to non-profit organizations also help eliminate the volume of waste generated and reduce overall disposal costs. The more you reuse, the less you throw out.

## B. Recycling Conserves Natural Resources



Recycling also helps us use our natural resources more efficiently. Using recycled materials in place of virgin feed stocks in manufacturing saves materials, water, energy, and reduces pollution.

### Did you know...

- The energy saved by recycling one aluminum can will power a television for three hours. Also, manufacturing aluminum cans with recycled aluminum uses 95 percent less energy than manufacturing an aluminum can using virgin ore.
- Recycling one ton (2,000 pounds) of paper saves 17 trees.
- Plastic is made from natural gas or petroleum—recycling it conserves these non-renewable energy resources!
- The typical glass container is made up of as much as 70 percent recycled glass.
- Metals such as steel and aluminum never wear out— they can be manufactured into new products as many times as they are recycled.



Recycled glass is made into new glass bottles and jars.



### III RECYCLABLE MATERIALS

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## A. Required Recyclable Materials

Montgomery County Executive Regulation 1-15 mandates that five categories of materials must be recycled—**mixed paper, commingled materials, scrap metal, yard trim, and Christmas trees**. All multi-family properties in Montgomery County are required to provide collection service and storage space for the recycling of these materials. These five groups of materials are defined in detail below.

**Mixed paper** is defined as “acceptable paper items which are not separated by type, but are mingled and collected together.” This includes the following types of paper:

- Cardboard boxes
- White and colored office paper
- Construction paper
- Newspapers and inserts
- Magazines and catalogs
- Unwanted mail (including envelopes with plastic windows)
- Receipts
- Paperboard such as cereal boxes (remove liner), paper towel and toilet tissue rolls, and snack food and toothpaste boxes
- Shredded paper
- Hardback books, paperback books, and telephone books
- Coated paper items such as milk and juice cartons, frozen food boxes, ice cream containers, empty paper beverage cups, and juice and drink boxes
- All other clean and dry paper



Examples of Recyclable Mixed Paper

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The following items should not be recycled with mixed paper:

- ✗ Paper contaminated with paint, chemicals, or kitty litter
- ✗ Food-contaminated paper, such as take-out containers and pizza boxes
- ✗ Napkins, tissues, or paper towels
- ✗ Foil gift wrap
- ✗ Plastic bags (Plastic bags can be recycled at most local grocery stores.)

**Commingled materials** are defined as “acceptable items... which are not separated by type, but are mixed together in one container.” Acceptable commingled materials include:

- Aluminum cans and foil products (soft drink and beer cans, aluminum foil, and foil cookware such as pie plates, lasagna pans, and foil TV dinner trays)
- Bi-metal steel/tin cans (juice, sardine, soup, vegetable, and pet food cans)
- Empty non-hazardous aerosol cans (cooking oil spray, deodorant, hair spray, and shaving cream aerosol cans)
- Glass bottles and jars (soft drink, beer, juice, and wine bottles; spaghetti sauce, mayonnaise, and pickle jars)
- Plastic bottles, containers, jars, tubs, lids, caps, pails, buckets, flower pots, and durable reusable containers (e.g. Tupperware® and Rubbermaid®-type containers)
- #1 PET packaging including clamshells, trays, lids, domes, deli containers, cups, caps, and lids

## Examples of Commingled Materials



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The following items should not be recycled with commingled materials:

- ✘ Mirror or window glass
- ✘ Drinking glasses, cups, plates, or cookware
- ✘ Ceramics or light bulbs
- ✘ Household metal items such as pots, pans, or furniture (recycle these items separately as scrap metal)
- ✘ Automotive parts
- ✘ Automotive product containers (motor oil, antifreeze, or brake fluid)
- ✘ Pesticide containers
- ✘ Plastic wrap or bags (Plastic bags can be recycled at most local grocery stores)
- ✘ Styrofoam®/polystyrene #6 plastic products (See Section F.)

### **Bulky Rigid Plastics**

Bulky rigid plastics are items such as plastic clothes hangers; plastic toys; plastic furniture or shelving; garbage cans and waste baskets; laundry baskets; large buckets or containers (5 gallons or larger); and plastic utensils, bowls, or plates. Some collectors will take these items with your commingled materials or provide separate containers for these items. Speak to your collector to determine if they offer this service. Otherwise, these materials can be taken to the Montgomery County Shady Grove Processing Facility and Transfer Station for recycling.

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**Scrap metal** consists of any metal item or item that is predominantly metal. Examples of scrap metal items include:

- Household items such as irons, pots, pans, lamps, and wire clothes hangers
- Metal toys
- Appliances such as refrigerators/freezers, washers/dryers, humidifiers, air conditioners, and toasters
- Metal bed frames
- Metal cabinets and furniture
- Metal fencing
- Metal tools and pipes
- Other items that are more than 50 percent metal by weight.

The following items should not be recycled with scrap metal:

- ✗ Oxygen or propane tanks
- ✗ Other pressurized tanks/containers
- ✗ Full paint cans

## Examples of Scrap Metal Items



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Multi-family properties not only generate large scrap metal items such as appliances, metal furniture, bicycles, and construction materials from renovation projects, but also smaller metal items such as wire clothes hangers, bed frames, broken ironing boards, old pots and pans, lamps, toasters, and other small appliances.

While residents may generate scrap metal on a less frequent basis than mixed paper or commingled materials, the same requirements for providing convenient and available recycling storage space apply.

An effective multi-family scrap metal recycling program will include well-labeled scrap metal recycling containers for smaller scrap metal items (e.g. pots, lamps, wire clothes hangers, toasters) located wherever mixed paper and commingled material recycling containers are located, as well as a designated scrap metal recycling collection/storage area for larger metal items. Ensure the scrap metal recycling collection containers are an adequate size to accommodate small scrap metal items. In addition to scrap metal generated by your residents, ensure that any contract for construction or renovation work on your property includes requirements for the contractor to recycle scrap metal.

Clearly label your scrap metal recycling collection containers and provide adequate signage in the collection areas. In addition, provide information to your residents about how and where to recycle scrap metal at your property. At some properties, small trash rooms make placement of scrap metal recycling containers difficult. If scrap metal recycling containers are not available at all recycling collection sites, post notices at those sites informing residents where to take their scrap metal for recycling (e.g. your designated scrap metal recycling collection/storage area).

For larger scrap metal items such as appliances, bed frames, metal furniture, and bicycles, a container is not necessary as long as you designate a separate collection and storage area. This area should be separate from bulk trash storage areas and easily accessible by residents at all times. This area could be a storage room or a designated space on a loading dock.

Scrap metal scavenging is an increasing problem in Montgomery County. Ensure that your scrap metal recycling collection areas are secure and monitor them frequently. If you have containers in unmonitored outdoor areas, consider locking or chaining your containers to prevent theft.



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Working with your recycling collection service provider, establish a convenient collection schedule based on the volume of scrap metal generated and your available storage capacity (e.g. twice a month, once a month, every other month, or call). Some properties have maintenance staff who empty the smaller containers located throughout the property into a larger container in the storage area to reduce collection frequency. Others contract with companies that provide regular collection service for scrap metal recycling.

You also have the option of self-hauling your scrap metal to a scrap metal recycling facility. The Montgomery County Shady Grove Processing Facility and Transfer Station, located at 16101 Frederick Road in Derwood, Maryland, accepts scrap metal for recycling at no charge. Other facilities in the area may pay you directly for the scrap metal you bring to them.

Be sure to maintain records of how much scrap metal you recycle to include this information on your Annual Multi-Family Recycling and Waste Reduction Report.

**Yard trim** consists of leaves, grass, garden trimmings, and brush.

If you generate small quantities of leaves and plant trimmings, consider composting these materials on site. Composting is a natural method for “recycling” yard trim materials. Place yard trim materials in a compost bin as they are generated. Over time, these organic materials break down and become a nutrient-rich soil amendment that can be used as a soil amendment in garden beds or lawns.

For properties that generate large volumes of yard trim, on-site composting may not be possible. The same is true for properties with limited outdoor space, and some properties simply choose not to manage their yard trim on-site. These properties will likely contract with a landscape contractor to maintain their properties.

When contracting with a lawn care service provider or landscape service, ensure that they are properly managing your yard trim material.

## Examples of Yard Trim



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**Grasscycling** (leaving grass clippings on the lawn after mowing) is the most environmentally friendly and economically preferred way to recycle your grass clippings. It is also the easiest—you literally have to do nothing, “just mow and go!” In just a few days, the clippings break down, releasing valuable nutrients into the soil. Proper grasscycling reduces the need to purchase and apply commercial fertilizers and reduces the need for watering. If your property uses a landscaping service to mow your grass, request that they grasscycle. As long as you have your lawns mowed regularly you likely will not even notice the clippings.

Regardless of whether you compost your yard trim materials on-site or have your lawn care service provider compost it elsewhere, be sure to include the amount of materials composted on your annual recycling report. Your landscape service provider should be able to give you these tonnages. Even if you do not know the tonnage, but have an estimate on the cubic yards of materials composted, report it. The County has conversion factors to determine the weight of material composted. The same is true for the amount of grass clippings grasscycled. All you need to do is indicate on your annual report that your property grasscycles and the acreage or square footage of your grassy areas. (See Appendix B for a link to the TRRAC Recycling/Trash Weight Calculator tool.)

**Christmas trees** include live trees from residential units and common areas. All ornaments, lights, and tinsel should be removed before recycling.

If residents are permitted to have live Christmas trees, wreaths, or garlands at your property, you are required to make arrangements for collection after the holiday. Obviously, you do not need to provide a Christmas tree recycling container year-round. Most properties provide either a designated container (e.g. roll-off container) or dedicated storage area for residents to place their Christmas trees and schedule specific collection times in January. Be sure to notify your residents about the location(s) and collection schedule so residents know where and when to bring their Christmas trees.

To make Christmas tree recycling arrangements, contact your solid waste/recycling collector or landscaping contractor to see if they offer this service. Another option is to self-haul your residents' Christmas trees to the Montgomery County Shady Grove Processing Facility and Transfer Station where they will be mulched.

Keep records of the total pounds or number of Christmas trees collected and recycled, and to where they were taken so you can complete your Annual Recycling and Waste Reduction Report. If you contract for this service, your collector should be able to provide you with this information.

Recycle live  
Christmas trees after  
the holiday season



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## B. Additional Recyclable Materials

In addition to the materials required to be recycled in Montgomery County, there are many more types of materials that also can be recycled. Recycling as many other materials as possible can help reduce your solid waste disposal costs and reduce your properties environmental impact.

Many multi-family residential properties in Montgomery County voluntarily recycle additional materials. Some examples of the materials currently being recycled include:

- Antifreeze and motor oil
- Automobile batteries
- Automotive tires
- Bulky rigid plastics (see page 9 for examples)
- Carpet and carpet padding
- Clothing, textiles, and shoes
- Computers and computer-related equipment, televisions, and other electronic items
- Construction and demolition materials
- Cooking oil
- Fluorescent lights and compact fluorescent light bulbs
- Food scraps
- Pallets
- Plastic bags and shrink wrap
- Propane and helium tanks
- Printer/toner cartridges
- Rechargeable batteries
- Usable construction and building materials

*Examples of additional types  
of recyclable materials*





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Many organizations offer donation and reuse opportunities for materials such as furniture, clothing, books, appliances, plumbing and electrical fixtures, and construction materials.

The County's Shady Grove Processing Facility and Transfer Station is a great resource for you and your residents, where many materials can be brought for recycling. The facility hours of operation are:

Monday – Saturday: 7:00 a.m. – 5:00 p.m. (both entrances)

Sunday: 9:00 a.m. – 5:00 p.m. (Route 355 entrance only)

For more information, visit: [MontgomeryCountyMD.gov/RecycleRight](https://MontgomeryCountyMD.gov/RecycleRight)

## C. Construction and Demolition Materials

Reuse and recycling is an important part of any remodeling or construction project. Construction and demolition (C&D) materials generated during these projects include appliances, cabinets, carpeting, lighting, metals, cardboard, mantels, flooring, windows, doors, drywall, concrete, brick, asphalt, and treated and untreated wood. These materials typically are generated in large quantities and are bulky and heavy. Fortunately, many of these materials are reusable or recyclable.

Salvaged and deconstructed C&D materials are often reusable as is. If you don't have a use for these materials, consider donating them to a charitable organization or a reuse center. The County's "Don't Dump. Donate!" Program, offers builders the opportunity to donate usable building materials by dropping them off at the County's Shady Grove Processing Facility and Transfer Station. Habitat for Humanity's ReStore ([habitat-mc.org](https://habitat-mc.org)) and Community Forklift ([communityforklift.com](https://communityforklift.com)) are two more organizations in the area that accept reusable building materials donations.

Donating or reusing building materials reduces disposal costs, reduces demand for new materials, and assists people in need.

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When undertaking projects that generate C&D materials, plan ahead and consider the following:

- Identify the mandatory items that must be recycled (e.g. cardboard, scrap metal), and establish a plan to separate these items from the rest of the debris.
- Identify materials that can be reused or donated, such as toilets, sinks, bricks, doors, windows, flooring, lumber, and kitchen cabinets, and look for organizations that are interested in these materials.
- Identify other types of materials that can be recycled by construction and demolition recycling companies; these materials include asphalt shingles, wood, wood pallets, bricks, drywall, concrete, and window glass.
- Research collection companies to arrange recycling collection services and work with them to determine the size and number of containers and a collection schedule that best fits your needs. The Metropolitan Washington Council of Governments has developed the **Builders' Guide to Reuse & Recycling: A Directory for Construction and Demolition Materials in the Metropolitan Washington Region**, is available at [mwcog.org/buildersrecyclingguide](http://mwcog.org/buildersrecyclingguide). This resource lists many C&D reuse and recycling companies in the region.
- Ensure that all containers are properly labeled to indicate the appropriate material to be placed inside to prevent contamination.
- Require contractors and subcontractors to participate in your recycling program. Include specific salvage/reuse or recycling guidelines in their contracts.
- Allow time for deconstruction and salvage. Remove salvageable items before demolishing part or all of a building. Windows, doors, wood flooring, bricks, cabinets, and architectural details such as mantels and molding are among the most valuable building materials.
- Document your reuse and recycling efforts and include it on your annual recycling report.

## D. Household Hazardous Waste

Household hazardous waste (HHW) is discarded materials that contain corrosive, toxic, ignitable, or reactive ingredients. Common examples include mercury-containing thermometers and thermostats, oil-based paints, cleaners and solvents, motor oil, lead-acid and rechargeable batteries, and pesticides. These materials contain potentially hazardous ingredients and require special care when you dispose of them to prevent polluting the environment and posing a threat to human health.



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The HHW drop-off area at the Shady Grove Processing Facility and Transfer Station offers multi-family property residents an easy option for safely disposing of their HHW. Multi-family properties can enroll in the County's ECOWISE Program which enables businesses and multi-family properties that generate small quantities of hazardous waste to dispose of them in an environmentally responsible manner at a fraction of the cost of contracting with a private hazardous waste management firm. To learn more and register for this program, visit [MontgomeryCountyMD.gov/hazardouswaste](https://MontgomeryCountyMD.gov/hazardouswaste) and click on "Ecowise."

Common examples of HHW materials include:

- Fluorescent light bulbs and tubes (several retail stores also accept compact fluorescent light bulbs from customers for recycling-visit [MontgomeryCountyMD.gov/RecycleRight](https://MontgomeryCountyMD.gov/RecycleRight) and click the "How do I recycle/dispose..." button)
- Oil-based paint
- Paint thinners and solvents
- Lithium, lithium-ion, and nickel-cadmium (rechargeable) batteries (some retail locations offer customers the opportunity to recycle their rechargeable batteries). Alkaline batteries are also accepted at the County's HHW Drop-Off facility. Residents should not dispose of any battery in the trash as batteries may result in trash fires.
- Lead acid (car/boat) batteries
- Mercury thermometers and thermostats
- Pesticides (e.g. insecticides, herbicides, fungicides)
- Photographic chemicals
- Used motor oil

## Examples of common household hazardous waste



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## E. Plastic Bags



It is important to note that plastic bags are not accepted at most recycling facilities, including the Montgomery County Recycling Center. At recycling facilities, plastic bags can get caught in and damage the recycling processing equipment and conveyor belt systems. Plastic bags are also contaminants in most recycling program as the bags get too dirty to process as a recyclable material. For these reasons, notify residents to remove all plastic bags from their recyclable materials, even the bags used to carry recyclable materials to the collection containers.

Plastic bags also can create problems at your property. Black or other non-transparent bags filled with recyclable materials can easily be mistaken for trash bags, and be thrown out with the trash. These bags also can mislead other residents into thinking that the recycling containers have been contaminated with trash and discourage proper recycling.

Plastic bags can be recycled with other types of plastic film at most local grocery and some retail stores throughout the County. Look for collection bins near store entrances.

Find plastic bag and film recycling drop-offs near you using the locator on [plasticfilmrecycling.org](http://plasticfilmrecycling.org).

### Keep plastic bags out of recycling bins

Grocery and retail store plastic bag recycling drop-offs generally accept all clean, dry plastic bags, shrink wrap, and plastic film.

This includes plastic newspaper sleeves, bread bags, and dry-cleaning bags, as well as most plastic wrapping covering paper towel rolls, tissue boxes, and cases of water. Clean and dry plastic food storage bags, like Ziploc® bags are accepted too.

Remember to remove receipts and other papers from bags and separately recycle the paper.

Visit [plasticfilmrecycling.org](http://plasticfilmrecycling.org) for a more detailed list of acceptable plastic bags and films accepted at most grocery stores and some retail stores in the County.

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## F. Polystyrene/Styrofoam®



Polystyrene #6 plastic products are not recyclable in Montgomery County. Polystyrene has two forms, a solid, rigid form and an expanded foam form. Rigid polystyrene is used in plastic food containers, such as Solo® cups. Expanded polystyrene, often referred to as Styrofoam®, is used for foam coffee cups, plates, carryout food containers, egg cartons, and loose fill packaging (e.g. packing peanuts). Neither of these forms of polystyrene are recyclable in Montgomery County.

In 2015, the Montgomery County Council enacted and the County Executive signed Council Bill 41-14. This legislation effectively banned the use and sale of expanded polystyrene food service ware in the County. Subsequently in 2020, the County Executive proposed and the County Council enacted Bill 33-20, which clarifies the requirements initially passed in 2015. As of January 1, 2022, the use and sale of all polystyrene #6 plastic food service ware is prohibited in Montgomery County. Furthermore, all food service businesses must use reusable food service ware, compostable food service ware or food service ware that is recyclable in Montgomery County.

There are numerous alternatives to polystyrene food service ware currently available, including recyclable and compostable food service ware. A list of vendors that offer compostable or recyclable food service ware products is available on our website ([MontgomeryCountyMD.gov/SwitchFromSix](https://MontgomeryCountyMD.gov/SwitchFromSix)) and is updated annually.

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## G. Contamination

Contamination of recyclable materials is an increasing issue at many multi-family properties in the County. Placing unacceptable materials into recycling containers can contaminate recyclable materials, rendering them no longer recyclable, and can also impact sorting operations at Montgomery County's Recycling Center or other private recycling facilities. Collection companies are required to notify a customer if containers for recycling are contaminated with trash or if excessive amounts of recyclable materials are placed in the trash. Collectors and multi-family properties are subject to fines at County disposal facilities if they dispose of recyclable materials as trash, or if they dispose of trash as recycling. Consequently, collectors may refuse collection of a trash container that has a significant quantity of recyclable material in it. In fact, they are required to not collect the material. If recycling containers are contaminated with trash, collectors may be unable to accept these as well. Fines assessed on collectors may be passed back to the property.

The easiest way to avoid contamination is with well labeled containers, adequate container capacity and collection service to prevent overflowing containers and education provided to residents.

### **Executive Regulation 18-04**

Montgomery County Executive Regulation 18-04 established recycling-related roles and responsibilities for haulers, collectors and all other persons using County acceptance facilities. ER18-04 bans the delivery of recyclable materials mixed in with waste delivered for disposal. A collector who observes, or reasonably should have observed, recyclables in solid waste that has been set out for disposal must notify the Department and the customer (e.g. the waste generator who is regulated under ER1-15).

# IV CONTAINER REQUIREMENTS

## Responsibility to Provide Containers

It is the responsibility of the multi-family property, not its residents, to develop and implement an on-site recycling program. This means that arranging for collection service and providing all of the necessary recycling and trash containers is the responsibility of property owners, property managers, and/or condominium boards and associations. Residents should not be required to purchase their own recycling containers.

To view and download copies of the Montgomery County solid waste and recycling regulations, visit [MontgomeryCountyMD.gov/RecycleRight](http://MontgomeryCountyMD.gov/RecycleRight).

### Chapter 48 Montgomery County Code

Sec. 48-24 Storage and removal

§48-24 (b) Responsibility of owners and occupants

§48-24 (b)(2) It shall be the responsibility of the owner and/or resident manager and not the occupants of multifamily residential dwellings to provide a sufficient number of approved containers for the storage of solid waste to prevent overflow between times of collection and to maintain the premises in accordance with the standards of this chapter.

### ER 1-15 Residential and Commercial Recycling

48.00.03.03 (b)(7) Property Owner of Multi-Family Properties

Property owners of multi-family entities must make recycling collection service and storage space for recyclable solid waste available to tenants in compliance with these regulations and Section 48-24 of the Montgomery County Code.

Attachment to Resolution 15-056

MONTGOMERY COUNTY EXECUTIVE REGULATION	
Office of the County Executive • 100 Monroe Square • Rockville, Maryland 20810	
Subject: Collection, Transport and Disposal of Solid Waste	Number: ER-04
Originating Department: DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION	Effective Date: February 8, 2005

Montgomery County Regulation re:  
COLLECTION, TRANSPORT AND DISPOSAL OF SOLID WASTE  
OFFICE OF THE COUNTY EXECUTIVE  
Issued by: County Executive  
Regulation No. 1804  
Authority: Montgomery County Code, 1964, Chapter 48, specifically Section 48-51  
Superseded: N/A  
Crossed Reference: Manual (1) under Code Section 2A-15  
Regulation No. \_\_\_\_\_  
Effective Date: February 8, 2005  
Comment Deadline: October 31, 2004  
Summary: This regulation establishes certain requirements pertaining to the collection, transport and disposition of solid waste and recyclable materials.  
Address for comments: Department of Public Works and Transportation  
Executive Office Building  
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Rockville, MD 20850  
Staff Contact: William R. Tomlinson  
301-775-6409

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## Container Standards and Requirements

All solid waste containers must be waterproof, vermin-proof, non-corrodible, and come with tight-fitting lids. Properties must provide enough containers of sufficient size to handle the volume of waste and recyclables generated to prevent the overflow of materials on the ground between collections.. There are many types and styles of containers available that meet these requirements. You should work with your collection company to obtain central collection containers appropriate for your property. County staff also can provide assistance in reviewing your options.

### **Chapter 48, Sec. 48-24 Storage and Removal**

#### §48-24 (c) Container standards

All containers for the storage of solid waste, except bins for the storage of bulky rubbish, shall be vermin-proof and waterproof, of noncorrodible metal or similar material, and shall be equipped with tight-fitting lids at all times.

### **ER 1-15 Residential and Commercial Recycling**

#### 48.00.03.03 (b)(6) Containers

Containers for all required recyclable materials in adequate sizes and quantities must be placed in each location where trash containers/trash chutes are located, and must be clearly labeled to indicate the appropriate material(s) to be placed inside for recycling. 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 dwelling units, and to any offices, clubhouses, recreation facilities, and other uses on-site as recommended by the Department. In addition, wherever vending machines dispensing products in recyclable packaging are located, recycling containers for those materials must be located in close and convenient proximity.

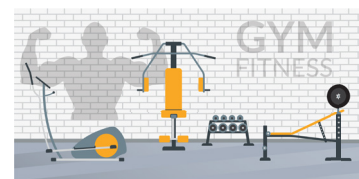
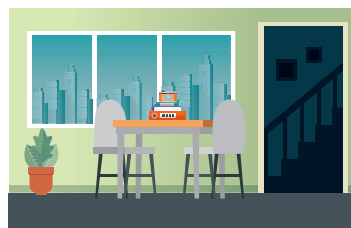
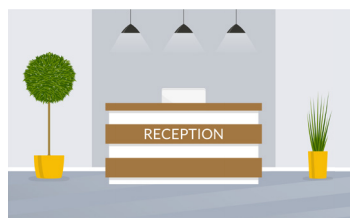


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In addition, ER 1-15 requires multi-family properties to place recycling containers in every location where trash containers are located as well as everywhere recyclable materials are generated. This includes trash rooms and central collection areas, but also applies to common space areas such as:

- Foyers and lobbies
- Parking garages
- Mail rooms
- Laundry rooms
- Pools
- Community rooms, libraries, and business centers
- Fitness centers
- Picnic areas, gazebos, walkways, and playgrounds
- Areas with vending machines
- Leasing and management offices
- Conference rooms
- Staff kitchen and break areas
- Maintenance shops

**Recycling containers must be placed everywhere trash and recyclables are generated.**



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## “Reasonable and convenient proximity”

ER 1-15 states that “all containers must be located within reasonable and convenient proximity to all dwelling units. The definition of reasonable and convenient proximity” is not defined in the recycling regulation to allow multi-family properties flexibility depending upon the design of the property. RRMD/Waste Reduction and Recycling Section conducted a study to determine the optimal distance between common-area recycling collection containers and individual multi-family dwelling units for maximizing resident participation. This study showed that, in general, the shorter the distance between central collection areas and individual units (e.g. the greater the “convenience”), the higher the recycling rates.

It also showed a correlation between the number of buildings or dwelling units being served by a collection area and recycling rates, with the properties having fewer buildings or units serviced per recycling collection area having higher recycling rates.

The following convenience standards provide guidance on “reasonable and convenient proximity.”

### **For garden-style multi-family properties:**

- A common recycling collection area should be located within a 300-foot “walking” distance (as measured on the ground using the path pedestrians will take) of every dwelling unit. Each collection area must include containers for mixed paper and cardboard, commingled materials, and scrap metal to reduce contamination of recycling containers. Refuse (trash) containers must be located next to recycling containers.
- A single common recycling collection area should serve no more than four buildings.
- A single common recycling collection area should serve no more than fifty dwelling units.

### **For high-rise multi-family properties:**

- Recycling collection containers should be located on every residential floor.



## Container Labeling

ER 1-15 requires all recycling containers to be “clearly labeled to indicate the appropriate material(s) to be placed inside for recycling.” Clearly labeling and differentiating trash containers and recycling containers for commingled materials, mixed paper, and scrap metal is crucial to ensuring materials are placed in the correct container which reduces the potential for contamination. Unmarked or poorly labeled containers create confusion leading to a guessing game for residents and feelings of frustration.

Every container needs to be labeled, including those used for trash, specifying which materials can be placed in each container. The TRRAC Program offers and provides a comprehensive selection of labels and posters specifically designed to meet the container labeling requirements. This includes our “Yes” and “No” labels. “Yes” labels show residents which materials can be recycled in a specific recycling container.. “No” labels remind residents which materials should not be placed in recycling containers and are yet another tool to reduce contamination. Examples of “No” labels include, “No Trash,” “No Recyclables,” and “No Plastic Bags.”

You also can create your own labels. If designing your own labels and signs, be sure that they are large and easy to read. Labels and signs that include photographs and/or illustrations are helpful, as are ones that are multilingual to accommodate your community’s diversity. Several multi-family properties have designed highly effective labels for their containers.

Place a label on the lid, the inside of the lid, and on the front, back and sides of every container to ensure labels are visible regardless of how or where the containers are placed in the collection area.

Posters provide more detailed information than labels and illustrate which materials can be recycled. If placed above the appropriate container, residents can look at the poster to determine quickly where to place their materials. In dark or poorly-lit spaces, posters may be easier to see. Just make sure the correct container is consistently placed in front of the appropriate poster. (And make sure the containers are labeled!)

## TRRAC “Yes” Recycling Container Labels



Another effective strategy for distinguishing between containers for the different types of recyclable materials and trash is to use different colored containers and/or lids. If all trash and recycling containers are the same color, it can be confusing for residents to determine what goes where. Different colored containers can help residents associate each color with its particular material (just be consistent!). For example, use green containers for commingled materials (the County's commingled materials label is green), blue containers for mixed paper and cardboard (the County's mixed paper label is blue), and another color, such as black or brown, for trash. Properties sometimes use grey containers for scrap metal recycling. If your collector only offers two colors, use one color for trash and the other for recycling. If using different colors for the containers is not possible, consider using different colors for the lids as a possible alternative.

### Containers Must Be Screened from View

Chapter 48 requires that all containers and collection areas located outdoors must be screened from view of any residential unit at street level, including neighboring residential units. Frequently, recycling and trash collection areas are screened with wooden or brick enclosures. Some properties successfully screen their collection areas using bushes and other landscaping. It is also important to ensure that the collection areas are well-lit for safety and to encourage residents to recycle.

#### Chapter 48, Sec. 48-24 Storage and Removal

§48-24 (b)(4) The owner of [a] multifamily residential property must screen from view at street level any solid waste container or solid waste storage area on the property if the container or storage area can be seen from the street level of any residential unit on the property or the street level of any other residential property.

Central collection areas must be screened from view at ground level and be well-maintained.



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## Container and Collection Area Maintenance

Once you have selected your recycling and trash containers and located them in “reasonable and convenient proximity” to residential units and buildings, you need to ensure they are accessible and properly maintained. Chapter 48 requires that residents have access to recycling and disposal areas at all times. Chapter 48 also requires trash room and central collection area doors be closed and all dumpster lids and trash chute doors be closed while not in use. There are both safety and sanitary reasons for this. Keeping dumpster lids and trash chute doors closed helps control odors and keep vermin out. Lids and doors also prevent children from climbing into dumpsters or open trash chutes, thinking that they might be places to hide.

Properties must periodically clean containers and storage area floors to remove any waste residue. Trash rooms, trash and recycling storage areas, and loading docks also need to be kept clean and free of trash and debris. This includes any trash and recyclable material on the ground overflowing from full containers. Allowing trash or recyclables to collect on the ground is a violation of the County’s solid waste code and may result in a citation.

### **Chapter 48, Sec. 48-24 Storage and Removal**

§48-24 (d) Maintenance standards

- (1) All containers or local disposal systems shall be accessible to the users at all times.
- (3) Doors to solid waste storage rooms, chute doors, lids to hoist containers and lids to all other solid waste containers shall be in place and shall be kept closed when not in actual use.
- (4) Containers and storage area surfaces shall be washed periodically so that no encrusted waste material is evident upon inspection.
- (5) Interior storage rooms, unloading platforms or aprons, and other solid waste storage areas of buildings shall be kept clean, free of litter and solid waste overflow, free of vermin, and well ventilated.

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## Collection Frequency

Container size and collection frequency are integrally connected to one another. Larger containers generally require less frequent collection than smaller containers when servicing similar volumes of materials. For example, a two cubic yard mixed paper recycling dumpster may only need to be emptied once a week, whereas two 96-gallon wheeled carts servicing the same area would need to be emptied two to three times per week. At a minimum, your trash is required to be collected at least once a week to minimize odors, per Chapter 48. Highly putrescible waste, such as seafood, however, must be collected daily.

In determining the optimal collection frequency for your containers, you also need to consider resident habits and solid waste generation patterns. If residents tend to generate more recyclable materials and trash on weekends—a common trend—scheduling collection days on a Thursday or Friday (to create space for the volume of materials generated during the upcoming weekend) and on a Monday (to empty the containers after the weekend) may be wise. Monitor your containers, and if you notice specific days where containers are consistently full (before overflowing!), make those the collection days. Waste generation also fluctuates throughout the year, peaking especially around holidays. Schedule extra collection days in advance of these periods to avoid overflow of containers.

Finally, if you increase the frequency of your recycling collection, monitor your trash containers to see if you can reduce trash capacity. Also consider including language in your service contract to allow on-call collections if containers fill to capacity before the regular collection day.

### **Chapter 48, Sec. 48-24 Storage and Removal**

#### §48-24 (e) Removal schedule

(1) The frequency of collection of garbage shall be at least once a week or of such greater frequency as is necessary to keep all solid waste in the proper containers without producing overflow or objectionable odors.

### A. Responsibility for Providing Collection Service

Montgomery County does not provide refuse or recycling collection services to multi-family properties. Multi-family properties have the choice of either contracting with licensed solid waste collectors for collection service, or self-hauling their materials to private recycling facilities or to the Montgomery County Shady Grove Processing Facility and Transfer Station located in Derwood.

If you contract collection service with a private collector, your property is required to use a Montgomery County-licensed collection company to collect and transport your property's recyclable materials and solid waste. There are numerous licensed collection companies to choose from.

It is important to know (per ER 1-15) that collectors and haulers must deliver collected recyclable materials only to a recycling facility and trash only to a solid waste disposal facility. When negotiating for collection service, be sure to ask where your recyclables and trash will be taken to ensure these requirements are being met.

#### **ER 1-15 Residential and Commercial Recycling**

(b)(8) Collectors Servicing Multi-Family Entities

(A) Collectors must collect separate from waste and deliver to a recycling facility materials that have been source separated from the solid waste stream, unless the recyclable materials are not acceptable. If a collector determines that the recyclable materials are not acceptable, then the collector must inform the generator or responsible agent either electronically or in writing using a form designated by the County, keep a copy on file, and send a copy to the Department.

The collector must indicate the name of the property, name of the responsible agent notified, date, time, address, nature of the problem, and suggested remedy and specify a collector contact name and telephone number for additional information.

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## B. Selecting a Collection Service Provider

If you already contract with a recycling collection company, or plan to in the future, seek competitive bids regularly and continually monitor your program and evaluate the level of service you receive. Many collection companies offer both recycling and refuse collection services. There are, however, variations in the types of services they offer and the facilities to which they take the materials. Most collectors provide the central collection containers they service. It is important to note that the different collection companies use different types of equipment, which may limit your container options for your central collection areas. For example, some companies only use wheeled carts for trash and recyclable materials, others only use dumpsters, and still others use both types of containers as well as compactors. Speak with several collectors to discuss options and services to find the best set up for your property.

There also can be significant differences in levels of service. Examples include whether a collection company will pick up materials on the ground around containers, service containers that are required to be carried up or down stairs, repair or replace damaged or defective containers, and handle bulk trash pickups.

There also are differences in the tipping fees charged by the various disposal facilities in the region to which companies bring trash and recyclable materials, and the amount of money they offer for recyclable materials. These factors impact the rates that collectors charge.



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It is important to compare multiple collection service providers to find the one that best meets your needs, provides convenient recycling service for your residents, and offers service at a competitive cost. The following are variables to consider as you evaluate collection companies and service types:

- Larger containers versus more frequent collection – increasing container size is typically less expensive than adding collection days.
- Leased versus purchased containers – this will determine who is responsible for maintaining containers, including replacing lids and fixing broken containers.
- Will your property require indoor or outdoor collection service areas, or a combination of these two?.
- Length of service contract – long-term contracts may offer better rates, but will lock you into an extended commitment.
- Flexibility in changing service in response to changes in waste generation:
  - Increasing the size or number of containers for recyclable materials.
  - Decreasing the size or number of containers for trash.
  - Changing/modifying the frequency of collection service as needed.
- Customer service:
  - Replacing lost or damaged lids and containers.
  - Labeling containers.
  - Collecting material that is outside appropriate containers.
  - Timely response to extra pick-up requests.
  - Assisting with completing the property’s annual recycling and waste reduction report.

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To help you determine which recycling collection company to select, you may want to ask some of the following questions when comparing providers:

- Are you licensed in Montgomery County to provide collection services? (Collection companies must be licensed to collect recyclable solid waste in the County.)
- 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 property's needs?
- What types and sizes of collection containers do you offer? Are you able to offer containers that differ in color for the different types of material collected?
- Do you provide "scheduled" or "on call" pickups?
- What are your procedures for special collections during peak waste generation periods, such as holidays, if necessary?
- To which facility do you take recyclable materials? Are there other recycling facilities to which you can take my material that will lower my costs or result in revenue? (You can request that the service provider take your recyclable materials to the Montgomery County Shady Grove Processing Facility and Transfer Station which does not charge tipping fees for residentially-generated recyclable materials.)
- What is the allowable level of contamination?
- How will I be notified if the recyclables are too contaminated?
- Will you maintain the central recycling collection containers, making sure they have functional lids and are properly labeled?
- What is the term of the contract (e.g. one year, two years, etc.)? How is the contract impacted by necessary changes in service such as increasing or decreasing container sizes or adding or removing collection days?
- Can you provide monthly or yearly tonnage reports for each type of recyclable material collected to support my data needs for completing the County's annual recycling report?

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## C. Negotiating and Renegotiating a Service Contract

When researching your collection service options, ask collection companies to visit your property to survey your current waste generation and collection methods before giving you an estimate. A Montgomery County TRRAC recycling education specialist is available to attend these meetings as well, offering insights based on previous visits to your property and tips to maximize recycling and ensure compliance with the County's recycling and solid waste regulations. If you or your management company manage multiple properties in Montgomery County or the surrounding area, investigate including all properties on one contract to increase your buying power and lower costs. Once you select a collector, stipulate contract language that will help you maintain high quality, timely, and cost-effective service.

*Multi-family properties must contract for collection services, or self-haul their recyclable materials and refuse to an appropriate recycling or disposal facility.*



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When negotiating a solid waste and recycling collection contract, consider including specific contract language that requires the collector to:

- Deliver clearly and appropriately labeled containers for recyclable materials and trash.
- Notify the property manager or representative of issues regarding overflowing, under-utilized, or missing containers.
- Provide itemized invoices that identify container capacity per material type and collection frequency and that separate monthly charges for trash and recycling collection service. These details will help you determine how to reduce costs and maximize recycling.
- Provide data no later than a specified date (e.g. January 15) to assist with filing your property's annual recycling report by the annual February 1st filing deadline.
- Specify and adhere to a specific collection time frame.
- Specify and adhere to a time frame for changing containers to address capacity needs.
- Specify requirements for repositioning containers after they are emptied (e.g. placing containers entirely in the enclosure, placing containers in front of the appropriate posters on the walls with labels facing out).
- Specify and adhere to a container repair time frame.
- Collect spilled or intentionally-placed materials on the ground surrounding central collection containers.
- Provide collection company points of contact.
- Specify end of contract procedures, such as how quickly the collector will remove containers once service is terminated.
- Specify a contingency plan for extreme weather events.

If you change collectors at any point, work with both companies to ensure a smooth transition in service. This primarily consists of coordinating old container removal and new container delivery to coincide as closely as possible to avoid interruption in services. Also, make sure that the company which is leaving provides you with the corresponding data for the annual waste reduction and recycling report for the portion of the year for which they provided recycling and/or refuse collection services. For example, if company A provided services from January until June, they are responsible of providing you the tonnages of trash and/or recycling collected during the period they served your property.

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## D. Monitor Collection Service

Once you have selected a collection service provider and service has begun, regularly monitor your central collection areas and containers to ensure that the arranged service is meeting your property's needs. For example, if you find that certain containers are consistently full or close to overflowing on collection day, you might need to increase the size or number of containers or increase collection frequency. Conversely, if containers are consistently half-full, you may be able to reduce collection frequency or obtain smaller containers, which will save your property money.

Consistent placement of recyclable materials in trash could mean your residents and/or staff require further education on how to recycle. It also could mean that you lack sufficient recycling container capacity and residents are being forced to put their recyclable materials into the trash. Trash and recyclable materials on the floor or ground of trash rooms and collection areas is another sign that you have capacity issues.

When evaluating your collection service, some questions to ask include:

- Do the containers for recyclable materials and trash have too much or too little capacity? (e.g. are they always half empty or overflowing?)
- Is your collection schedule adequate for both recycling and trash?
- Are containers for recyclable materials routinely contaminated with trash?
- Are recyclable materials routinely being placed in trash containers?
- Would additional signage help reduce contamination?
- Is your collector responsive to your needs?

It also is important to confirm that you are receiving the level of service for which you are paying. Check your contract to make sure you have the proper number and types of containers on site and that they are being serviced at the frequency indicated. Monitoring your service also helps ensure you have a clean, well-operating recycling program, and can help you avoid complaints, problems, and even fines.

### Right-Sizing Refuse Collection Services.

As you increase recycling capacity at your property, such as increasing the size of recycling collection containers, increasing the collection frequency of recycling containers, or adding new materials to your recycling program, such as food scraps, it is important to monitor your refuse/trash collection containers and identify opportunities to right-size your refuse collection service. By increasing recycling collection services, you are not generating more materials

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at your property; rather, you are simply moving materials from the trash containers into the recycling containers. Generally, the cost of collection of recyclable materials is less than for the collection of trash. Therefore, after you increase recycling collection services or add more materials for recycling, check your trash containers. Less items in the trash container may mean you can reduce the number of or size of the trash containers, or even reduce the frequency of collection.

## E. Self-Haul Materials to Recycling/Disposal Facilities

The alternative to contracting with a refuse and/or recycling collection service provider is self-hauling your trash or recyclable materials to appropriate recycling and solid waste acceptance facilities. There are no tipping fees for recyclable materials self-hauled to the County's Shady Grove Processing Facility and Transfer Station (except yard trim loads greater than 500 pounds). Also, many of the voluntary materials, such as building materials in usable condition, clothing and shoes, electronics, fluorescents, LCD, and LED bulbs and tubes and bulky rigid items can be hand-unloaded at the recyclable material drop off area. There is no tipping fees for any of these items.

### **Tips for successful self-hauling:**

- Establish a regular collection schedule.
- Make sure you have an appropriate vehicle and loading equipment if the containers are heavy.
- Keep records of how frequently and how much material you self-haul to assist with completing and filing your annual recycling report. Obtain scale house tickets/weight slips that indicate the amount of materials self-hauled.
- Obtain a collector's license if needed. (See Montgomery County Code Chapter 48, Sections 48-19 to 48-30).

## F. Record Keeping

ER 1-15 requires multi-family properties to keep copies of any contracts and invoices for the collection and disposition of materials recycled for the most recent five-year period. This documentation must be made available upon request by the County for inspection and copying during normal business hours. For properties self-hauling, this would include scale house receipts and invoices from the recycling and disposal facilities to which your materials are delivered.

# VI ANNUAL MULTI-FAMILY RECYCLING AND WASTE REDUCTION REPORT

ER 1-15 requires every multi-family property in Montgomery County to submit an Annual Multi-Family Recycling and Waste Reduction Report to the Recycling and Resource Management Division (RRMD) Waste Reduction and Recycling Section by February 1 each year. The County uses these reports to measure the success of our recycling initiatives and monitor compliance with the recycling regulations. The report documents your property's recycling and trash tonnages, staff and resident education activities, and waste reduction efforts for the previous calendar year.

To reduce paper usage and mailing costs, all properties are encouraged to **file online by the annual February 1st filing deadline**. By filing online, you will not only save paper, but you will receive instant notification that your report was submitted to the County, and you will be able to easily track your progress from year-to-year.

To file online, visit [MontgomeryCountyMD.gov/DEPARR/](http://MontgomeryCountyMD.gov/DEPARR/). If this is your first time filing online, you will need to create a new user account. If you already have an existing account, you can log in, access tools that will help you complete your report, and file your report. When you file online again in future years, you will be able to view your previous reports and track your property's recycling achievements. If you submit your annual report online, you do not need to fax or mail a copy of your annual recycling report to RRMD.

The screenshot shows the DEPARR web application interface. At the top, there is a navigation bar with links for Account Home, Contact Us, User Guide (PDF), and Logout. Below this is a progress indicator with tabs for Recycling, Trash, Waste Reduction, Education, Report Details, Preview, and Submit. The main content area is titled "Mixed paper Amount collected in 2020" and features a table with the following data:

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
50- or 55-gallon container	1	1 per week	100 pounds	ABC Supply Co.	Delete

Below the table, there is a section titled "Add a Container Type" with several input fields: "Central Collection container type" (a dropdown menu), "Number of Containers of this type" (a text input), "Number of pickups per" (a dropdown menu), and "Quantity collected in 2020" (a dropdown menu). An "Add" button is located at the bottom of this section. On the left side of the page, there are links for "Edit Required Recyclable Materials List" and "Edit Voluntary Recyclable Materials List", along with a list of "Required Recyclable Materials" including Mixed paper, Commingled materials, Scrap metal, Christmas trees, and Yard trim (grass / leaves / brush / garden trimmings).

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Paper report forms for properties **that are not able** to file their annual recycling report online are available for download at [MontgomeryCountyMD.gov/SWS/Resources/Files/trrac/multifamily-annual-recycling-report.pdf](https://montgomerycountymd.gov/SWS/Resources/Files/trrac/multifamily-annual-recycling-report.pdf). Mail your completed report to the address listed on the form, or fax it to 240-777-6465 to the attention of the TRRAC Program. Keep a copy of the report for your records. Please complete all sections of the report and print legibly. Reports that are missing information will be returned.

Appendix A includes a copy of the annual recycling report form and detailed filing instructions. A User's Guide for online filing is available at [MontgomeryCountyMD.gov/SWS/Resources/Files/arr/filer-user-guide.pdf](https://montgomerycountymd.gov/SWS/Resources/Files/arr/filer-user-guide.pdf).

After the TRRAC Program receives and reviews your annual report, our Recycling Education Specialists will conduct a field verification to ensure accuracy. Every annual report submitted is field verified. Based upon the field verification results, the County will calculate the recycling rate for each multi-family property. These final approved recycling rates are then provided to each property.



## VII DEVELOPING A SUCCESSFUL MULTI-FAMILY RECYCLING AND WASTE REDUCTION PROGRAM

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Whether you are starting a new recycling program, maintaining and/or improving an existing program, or taking over an existing recycling program as the new management company, a few simple steps will ensure the success of your waste reduction and recycling program. Wherever you find yourself in this process, please know that Montgomery County's Think Reduce and Recycle at Apartments and Condominiums (TRRAC) team is available to assist you.



### A. Evaluate Your Current Program

Given what you currently know about your property's solid waste, recycling, and waste reduction program, how would you answer the questions below?

- How well do your residents know about your recycling program?
  - What recycling and reuse information is included in your move-in package for new residents?
  - Do prospective residents hear about your recycling and waste reduction program as part of the property rental/sales proposal?
  - How do your solid waste collection areas look? Are they generally clean and well-maintained?
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- What is in your recycling containers? Are they filled primarily with the correct recyclable materials, or are they filled with trash?
  - How frequently are your recycling and trash containers collected?
  - Do the trash and/or recycling containers overflow regularly?
  - Are all containers—for both recycling and trash—clearly labeled?
  - Is it just as easy to recycle as it is to throw trash away at your property?

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- Do you have recycling containers next to every trash container (including in foyers, mail rooms, pool areas, etc)?
  - Do you notice many recyclable materials in the trash containers?
  - What do residents do with their unwanted bulk trash items?
  - Where can your residents place their scrap metal items for recycling?
  - Do you know how your trash and recycling invoices are structured? Are the recycling collection costs separate from the trash collection costs?
  - Did you have recycling containers at your last community event?
  - Are there apartment-sized recycling bins in each residential unit and do your residents know how to obtain additional recycling bins?
  - When was the last time your residents received some form of information about reducing waste, reusing materials, or recycling?
  - When was the last time your staff received some form of information about reducing waste, reusing materials, or recycling?
  - Do you know what your property's current recycling rate is? Is it increasing from year to year?

Your answers to these questions, even if you answered, "I do not know," should help you pinpoint potential areas of improvement in your recycling and waste reduction program. The next steps will help you address those areas. Revisit these questions regularly to evaluate the progress of your program.

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## B. Start at the Top

Whether you are a resident, property maintenance staff, the on-site property manager, or the off-site regional manager, you need to know your recycling and waste reduction program exists in a supportive environment. No program is successful without commitment from management. If property maintenance staff carefully maintains container labels but does not feel comfortable letting property management know additional capacity is necessary, the recycling program will not be successful. If residents see property staff throwing recyclable materials in the trash, they may doubt the value of the recycling program and stop recycling. If the property management staff requests changes to the recycling contract, but the regional office is resistant because it is not aware of the longer term economic and environmental benefits, the program may become ineffective.



If your property management company is unaware of the benefits of recycling, you will need to educate them. As your recycling program evolves, having top management on your side will help with making contract changes and setting priorities for staff.

Some examples of commitment that residents will identify:

- Recycling bins visible and in-use in the property leasing and management offices.
- Recycling posters displayed in offices.
- Recycling containers set out at community-sponsored events.
- Unique property-specific recycling signage.
- Regular recycling reminders and encouragement.
- Well-maintained collection areas with sufficient capacity for recyclable materials and trash.

Some examples of commitment that staff will identify:

- Regular training on your recycling and waste reduction program.
- Job descriptions that outline recycling responsibilities.
- Recycling bins in staff-only areas.
- Guidelines to use when answering resident recycling questions.

The important thing is for **EVERYONE** to know that recycling is an important part of your property's culture.

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## C. Designate a Recycling Coordinator

As with any important undertaking, you will need someone to take the lead and act as the recycling coordinator for the recycling and waste reduction program at your property. It is likely that someone on the property staff or one (or more) of your residents is passionate about the environment and would be interested in taking on this responsibility. Some multi-family properties, for example, have a leasing specialist, the head of housekeeping, or the assistant property manager as their recycling coordinator, while others rely solely upon resident volunteers.

Recycling Coordinator responsibilities may include:

- Selecting and interfacing with recycling collection companies.
- Organizing, monitoring, and maintaining the collection areas.
- Engaging staff and residents, including scheduling educational trainings and events, adding recycling/waste reduction information to move-in packages, and creating signs and notices.
- Obtaining resources and/or assistance.
- Tracking the progress of the recycling program and reporting to management.
- Tracking and maintaining waste and recycling data to file the Annual Multi-Family Recycling and Waste Reduction Report.

Many properties with successful recycling programs have recycling or green teams, or one or more resident recycling advocates. Green teams offer residents a great opportunity to meet like-minded people and to personally contribute to bettering the environment. These individuals may be willing to assist staff by monitoring containers, updating labels and posters, setting up events, and posting notices. At properties without on-site management offices, they might be the on-site contacts for storage and distribution of information and apartment-sized recycling bins to residents. If residents see their neighbors caring for the collection areas or trash rooms, they might be more likely to dispose of their materials properly or get involved, too.

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## D. Establish a Convenient Collection System

To ensure your residents are recycling properly, you need to make it convenient and simple for them. To do this you need to provide residents with simple to understand and easy to use recycling options.

### In-Unit Recycling Bins

If residents find it convenient to store recyclables at home, they will be more likely to participate in your recycling program. Montgomery County conducted a study and follow-up resident survey on the impact of in-unit recycling containers on multi-family recycling participation. The survey confirmed that many residents find it easier to recycle, and recycle more, when they



have an in-unit recycling container. This was particularly true at garden-style properties with outdoor collection areas, where residents typically have the farthest to walk to recycle. The study also documented increased recycling rates at these properties as a result of the added convenience of in-unit recycling containers. Based upon the results of this study and survey, along with RMD staff observations and discussions with multi-family property managers and residents, RMD highly recommends distributing in-unit recycling containers or bins to each household. Also be sure residents know how to obtain additional recycling bins.

The TRRAC program offers and delivers 6-gallon, blue apartment-sized recycling bins, or “baby blues,” to multi-family properties. These bins are sized to fit underneath kitchen sinks or in storage closets. Many properties give these bins to new residents as part of their move-in package or place them (with recycling guidelines) in apartments before new residents move in. RMD recommends keeping an on-site supply and letting residents know you have them by keeping a small and visible stack in the lobby or management office, posting a notice, or including reminders in newsletters. Also, let residents know that the bins are provided by the management and must be returned if the resident moves. Some management companies have established a deposit system for the recycling bins. To order bins from the TRRAC Program, visit [MontgomeryCountyMD.gov/RecycleRight](https://MontgomeryCountyMD.gov/RecycleRight), or **call 240-777-6486**.

An additional option to consider is incorporating space for mixed paper and commingled materials recycling containers into your dwelling units when designing new buildings or during renovations. During a renovation of a high-rise multi-family property in Silver Spring, the developer incorporated a pull-out cabinet in the kitchen that had separate spaces for mixed paper, commingled materials, and trash. The key is to make recycling convenient for all of your residents.

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## Trash Rooms and Collection Areas

In addition to providing apartment-sized recycling bins, how you design and where you locate your central collection areas can increase recycling ease and convenience for your residents.

There is a large variety in the styles of multi-family properties including garden-style, mid-rise, and high-rise properties. Not surprisingly, collection areas vary greatly across all these property types. The crucial thing for every property is to make recycling collection areas as convenient as possible. The farther residents have to travel to the recycling collection areas, the less likely they are to recycle. The more collection areas you have, the more convenient recycling is for residents, and the greater your flexibility is in dealing with unanticipated overflows and weather-related complications at individual collection sites.

In many older properties built before recycling was required in Montgomery County, trash rooms are very small. It can be difficult to fit all the necessary recycling and trash containers in these spaces. Some multi-family properties remedy this situation by placing small containers for mixed paper, commingled materials, and trash that are emptied by staff daily to prevent overflow. Signs are posted instructing residents to take their scrap metal to designated central containers or scrap metal collection areas. If you are facing severe space constraints, contact us and we can help design an acceptable solution that meets the County's recycling requirements.

If you are designing new or renovated trash rooms or central collection areas, be sure that they are large enough to accommodate an adequate number and size of recycling and trash collection containers to prevent overflow. Build additional space for containers you may use during peak generation times such as holidays or times of year with high occupancy turnover rates. To maximize your flexibility and minimize the need to re-build collection sites in the future, anticipate future changes in resident waste generation and incorporate additional space that will allow you to increase the number and/or size of collection containers if necessary.

*The most frequent complaint from multi-family residents is overflowing recycling containers and the lack of space to recycle the required materials.*

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All of your property's collection areas do not need to be the same size or same configuration. Collection areas that serve more units should be larger than other sites that serve fewer units and site-specific space constraints might require a different layout or different size and style of containers. The important thing is to make sure all your sites are convenient for residents and provide adequate recycling options.

## Central Recycling Containers

Recycling collection containers come in all shapes and sizes. Containers commonly used at multi-family properties include cans, wheeled carts, dumpsters, roll-off containers, and compactors. The type of container you use at your property will depend on the size of your property, the size of your collection areas, the locations of your collection areas, and your collector's equipment.

When selecting recycling containers for your trash rooms, choose the largest size containers that will fit the space. If your space only accommodates small containers, empty them as frequently as possible, and post a notice above the containers identifying alternate locations where residents can place larger amounts of recyclable materials (e.g. the central collection area). Providing instructions on who to contact if containers are full or overflowing will keep your residents happy and your collection areas clean.

Properties with outside central collection areas typically use dumpsters or wheeled carts for recyclable materials and trash. Carts work well for commingled materials, but RMMD recommends at least a 2-cubic yard dumpster for mixed paper to accommodate cardboard boxes. Again, space limitations and collection area configurations can often dictate which options are possible.

Properties with collection areas located indoors also can use dumpsters and wheeled carts, but low ceilings and tight loading areas might preclude collection trucks from being able to lift and tip dumpsters or navigate in small spaces. At some properties, dumpsters and carts located indoors need to be wheeled outside to be emptied.

## Examples of container options

*2-cubic yard dumpster*



*64-gallon wheeled cart*



All of these factors need to be considered and discussed with your collection company when determining which containers to use. As a general rule-of-thumb, use the largest containers possible in your collection areas to ensure adequate capacity and prevent overflow between collections.

When recycling programs were first implemented at many multi-family properties, a common approach was to add two small wheeled carts for recycling to a collection area that already held a large trash dumpster. This arrangement does not accommodate all of the recyclable materials generated by residents, and leads to overflowing recycling containers, recyclable materials placed in trash containers, and frustrated residents who are unable to recycle. Table 4-1 below demonstrates how such an arrangement results in a poor recycling rate.

### Table 4-1 Example Recycling Rate

(Excluding scrap metal, yard trim, and Christmas tree recycling)

Trash	Commingled Materials	Mixed Paper	Average Recycling Rate*
8-cubic yard dumpster, serviced 3 times per week	90-gallon wheeled cart, serviced 1 time per week	90-gallon wheeled cart, serviced 1 time per week	4.9%
Average Annual Weight: 174,720 lbs	Average Annual Weight: 2,912 lbs	Average Annual Weight: 5,564 lbs	

In addition to overflow and contamination issues, properties with insufficient recycling capacity are missing out on potential cost reduction opportunities. If you see that your recycling containers are frequently full or overflowing, or that there are a lot of recyclable materials in your trash, increase your property’s recycling capacity either through larger containers or more frequent collection. Assuming your total waste generation (e.g. total recycling plus trash) remains constant, increasing your recycling capacity should lead to an increase in the volume of materials recycled and a corresponding reduction in the volume of trash disposed.



This is because materials previously placed in the trash are now being recycled. This should allow you to reduce your trash container capacity or decrease your collection frequency and possibly save on disposal costs as recycling collection and processing costs generally are less than trash collection and disposal costs. Revisiting our previous example, Table 4-2 demonstrates that increasing the size of recycling containers and collection frequency yields a significant increase in the overall recycling rate, with no significant change to overall total solid waste collection capacity.

### Table 4-2 Effect of Increasing Recycling Capacity

(Excluding scrap metal, yard trim, and Christmas tree recycling)

	Trash	Commingled Materials	Mixed Paper	Average Recycling Rate*	Total Capacity
Before	8-cubic yard dumpster, serviced 3 times per week	90-gallon wheeled cart, serviced 1 time per week	90-gallon wheeled cart, serviced 1 time per week	4.9%	25 cubic yards
After	4-cubic yard dumpster, serviced 3 times per week	2-cubic yard dumpster, serviced 2 times per week	4-cubic yard dumpster, serviced 2 times per week	58.3%	24 cubic yards

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## Mixed Paper Recycling: Dumpsters versus Wheeled Carts

Many multi-family properties are switching from wheeled carts to dumpsters for their mixed paper and cardboard recycling. Due to their size and shape, dumpsters are inherently better suited for cardboard recycling than 64- and 96-gallon wheeled carts which can be filled by a single cardboard box if not broken down completely. Using a two-cubic yard dumpster has a footprint only slightly larger than two 96-gallon wheeled carts, but it has twice the capacity. Depending on the number of residents served at a collection area and the collection frequency, a four-, six-, or 8-cubic yard recycling dumpster may be needed.

Some multi-family properties collect their cardboard separately from their mixed paper. This is an acceptable practice, as long as both mixed paper and cardboard recycling containers are present at all collection areas.

When switching from carts to dumpsters for recycling, be conscious of the possibility that your residents may not be used to thinking of dumpsters as containers for recycling.

This may involve a mental shift and re-education for everyone involved. Advance notices informing residents about the coming improvement, as well as ample labeling, signage, and other efforts to differentiate the containers can help minimize contamination during the transition period.

Properties that have made this switch have been surprised by the positive resident response to increased recycling capacity. In many cases, more paper and cardboard get recycled, necessitating the need to further increase the recycling container size or collection frequency, and allowing them to decrease trash capacity.



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## E. Educate Office and Maintenance Staff

Even the best designed and maintained recycling program will not succeed if it is not supported by property staff. Your staff will be the first people residents approach about the property's recycling program. This includes the leasing agent who markets your recycling program to potential residents, the maintenance, and grounds staff whom residents see and interact with daily, concierges and/or front desk staff, and management office staff. Not only do they need to know what to tell your residents, they need to know how to recycle themselves. Some of your staff may not live in Montgomery County, or they may live in a single-family home and may not be familiar with the County's multi-family recycling requirements.

Recycling requires individuals to change long-established habits and to make an effort to do things differently. Hopefully, most employees will be enthusiastic about recycling, and possibly some will become your recycling champions. At a high-rise apartment in Bethesda, it was the housekeeping supervisor who was enthusiastic about recycling. He made and placed recycling displays in the lobby to educate residents, monitored the impact of the displays on resident recycling activities, and attended an evening meeting at another property on his personal time to discuss what it takes to have a great recycling program. An obvious commitment from management and a positive and supportive approach to staff awareness and education will help your program excel.

All staff should know:

- About the property's trash and recycling collection areas and where they are located.
- What materials can and cannot be recycled.
- Where residents can take larger recyclable items at your property (e.g. large scrap metal items).
- Where apartment-sized recycling bins for your residents are stored and how to request more from the TRRAC Program.
- Resources for residents to recycle other materials.
- What your recycling rate is and be familiar with the County's recycling goal to reduce waste and recycle more, aiming for zero waste.

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Suggestions for staff education:

- Include information about your recycling and waste reduction program in your new staff orientation program and routine staff meetings.
- Create a recycling reference for staff and have it accessible at front desks and in management offices. Include information about your collection contractors, County contacts, extra labels and posters, nearby reuse donation organizations, the most current educational materials, and a fact sheet covering the specifics of your program.
- Schedule regular staff trainings on recycling (at least twice per year); TRRAC Recycling Education Specialists can assist with this, and can provide bilingual training as needed.
- Encourage staff attendance at multi-family recycling seminars and webinars conducted periodically by Montgomery County.
- Train rental agents and reception and office staff to field questions from residents regarding your recycling and waste reduction program.

## **F. Provide Recycling Education to Your Residents**

After you have developed your recycling program and trained your staff, the next step is to educate your residents. Similar to staff, new residents may be entirely unfamiliar with recycling or how recycling works in Montgomery County, and few will know how it works at your property. Start the education process immediately by providing recycling information and an apartment-sized recycling bin as part of your move-in package, and continue educating residents at every opportunity with property newsletters, listserv and bulletin board announcements, posters and flyers, and special events.

You may be lucky enough to have residents who are recycling enthusiasts and are willing to help you educate their neighbors. Take advantage of this and put these advocates to work to help improve your program.

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Take every opportunity to educate your residents. The most successful multi-family recycling programs include frequent resident recycling education and awareness activities. These activities not only improve recycling achievement, but also help create a stronger sense of community. Examples of common education opportunities include:

- Incorporating recycling information and discussion of your property’s recycling program into prospective resident property tours and lease signings.
- Including recycling information and apartment-sized recycling bins with move-in packages.
- Providing move-out packages with guidance on recycling and waste reduction/donation options for unwanted items.
- Labeling containers and providing informative signage at all collection areas.
- Posting notices reminding residents about recycling in elevators, at mailboxes, on bulletin boards, and in other common areas.
- Showcasing apartment-sized recycling bins at the front desk or in management offices and letting residents know they are available.
- Utilizing community websites, newsletters, and social media outlets to make announcements and promote recycling at your property.
- Holding or sponsoring educational events, such as Earth Day in April or America Recycles Day in November.

Regardless of the type of your educational activities, the following tips will increase their effectiveness:

- Use messages that are simple, accurate, and consistent.
- Stress why, what, where, and how to recycle.
- Provide feedback on recycling achievement and challenges, including your recycling rate and common contamination problems.
- Encourage resident feedback.



*TRRAC Recycling Specialists are available to provide education and detailed recommendations to increase recycling achievement at your property.*

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How well do you know your residents? Assess resident knowledge and interest to identify obstacles to overcome and find recycling enthusiasts who can help with your program. Here are some questions to ask to help get a better understanding of your residents and their needs and preferences.

- How knowledgeable are your residents on recycling? If your residents are already very knowledgeable, discuss with them ways to increase recycling and other opportunities to reduce waste. If they are less knowledgeable about recycling, explain what recycling is and how to recycle at your property.
- Do your residents primarily speak languages other than English? Will information in languages other than English or that rely on pictures reach a broader segment of your community?
- What are the age demographics of your residents? Do any of your residents have any special needs? Knowing this will help you design your program to accommodate their needs. For example, signage and labels with larger print or waist-level containers with easy-to-open lids.
- Are your residents aware that your property has a recycling program? Speak with residents to identify new ways of communicating and conveying information about your program. Not everyone has easy access to a computer or the Internet, so electronic notices may not reach all of your residents. Ask these residents how they would like to receive information.
- Who are the enthusiasts and community leaders at your property? Are they interested in forming a green team to help reduce the community's environmental footprint? Green teams work with property staff to implement, monitor and maintain recycling programs. Green teams can help lighten property staff workload by taking on roles and responsibilities previously assumed by staff.

One way to get to know your residents and understand their recycling knowledge, is to send a short recycling survey to each unit at regular intervals (e.g. once a year). Ask for feedback and suggestions on ways to improve your current recycling program. Use the results to find ways to improve your program and design new educational activities. This also shows residents that you are listening to their feedback and taking steps to incorporate and address their ideas and concerns.

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There are numerous ways to educate residents about your recycling program. RMMD recommends performing some form of education at least every six months. Provided below are some examples of educational activities. Be creative, taking into consideration all you have learned about your residents' needs and preferences.

- Distribute recycling and waste reduction brochures and magnets. The County has educational materials such as brochures (in several languages), magnets, and door hangers. Contact the TRRAC Program to get as many as you need.
- Distribute a short letter of endorsement for your recycling program from the tenants' or owners' association and top management to residents.
- Conduct recycling and waste reduction awareness events for residents.
- Provide notices with details on recycling scrap metal and Christmas trees.
- Include recycling or waste reduction articles in your property newsletter.
- Place recycling trivia questions of the day or quizzes (with prizes) in your property newsletter or post in your elevators, laundry rooms, or other public areas.
- Create temporary recycling displays in your lobby or other common area highlighting which types of materials residents should and should not recycle.
- Host recycling competitions (between floors or buildings).
- Post charts of recycling participation progress at your property.
- Schedule a tour of the County's Recycling Center, for you, your staff, and residents. See what happens to recyclable materials. Visit [www.MontgomeryCountyMD.gov/sws/facilities/rc/](http://www.MontgomeryCountyMD.gov/sws/facilities/rc/).



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Property management company websites and resident portals are other excellent sources of information for residents. Many multi-family properties' websites include information on their recycling programs and links to the County's online resources.

Basic information to post on your website or portal includes:

- A description of your recycling program, including a list of acceptable recyclable materials; the locations of recycling and trash containers; and instructions on handling large, bulky, and other unusual items.
- Information on any extra recycling or waste reduction programs you offer, such as recycling collection for batteries or plastic bags, regularly scheduled clothing and household good donation events, or confidential paper shredding/recycling days.
- A link to Montgomery County's How to Recycle at Multi-Family Properties in Montgomery County video that explains how, why, and what to recycle at multi-family properties in Montgomery County. ([youtube.com/mcrecycles](https://www.youtube.com/mcrecycles)).
- A link to the Montgomery County "how to recycle/dispose of..." webpage, that provides helpful information regarding how to recycle or dispose of just about everything people can think of ([MontgomeryCountyMD.gov/RecycleRight](https://MontgomeryCountyMD.gov/RecycleRight)).



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## G. Monitor, Maintain, and Adjust Your Program

The effectiveness of any recycling and waste reduction program will decline over time without regular monitoring, maintenance, and adjustments to address changes in waste generation. Whether you are on-site or off-site, establish a regular schedule of monitoring your program that involves on-site staff and residents as much as possible. Residents are more likely to dispose of their materials properly at a well-maintained collection area than at an area in disrepair with overflowing and/or contaminated containers.

Recycling and trash collection areas need to be monitored regularly to ensure they are clean, with no material accumulating on the ground. You should also check that containers are clearly and properly labeled and replace any deteriorating or missing labels. If you notice broken or damaged containers, immediately report this to your collection company. Also, alert your collector if any containers are missing.

You also should look for contamination, such as recyclable materials inappropriately placed in trash containers, or trash placed in recycling containers. If you consistently observe contamination, educate your residents to address this issue.

Other things to monitor include:

- Fullness of trash, mixed paper, commingled materials, and scrap metal recycling containers. This will help determine if collection service frequency or the size of container(s) need to be adjusted.
- Placement of recycling containers in all common areas where recyclable materials are generated. Again, observe how full these containers are to determine if they are the appropriate size.

If maintenance staff conducts the monitoring and maintenance, encourage feedback and reporting to property management.

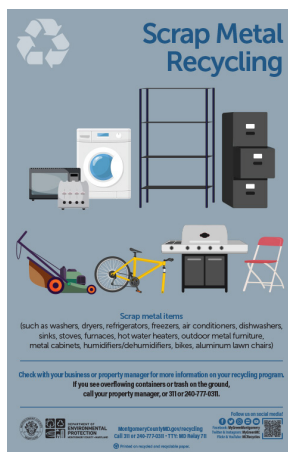
Maintenance staff may be wary of reporting issues if they feel it will reflect poorly on their performance.

Of course, all this monitoring will be for naught if you don't make the necessary adjustments to correct any problems or issues you observe. Work with your collector to address issues concerning container size, overflow, and collection frequency. Work with your staff and residents to address contamination issues.

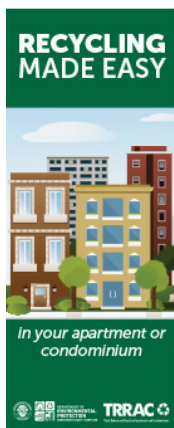
## H. Use County Resources

The Montgomery County Recycling and Resource Management Division - Waste Reduction and Recycling Section's TRRAC team is available to assist multi-family property residents, owners, and management with their recycling and waste reduction programs. Recycling Education Specialists work daily with multi-family properties and have a wealth of information and many best practices to share. Services and materials available to assist multi-family properties maximize their recycling efforts include:

- On-site consultations and technical assistance to help you design and implement your recycling and solid waste programs specific to your property. An experienced TRRAC team member will help you assess your current waste stream, recommend sufficient recycling containers and collection service, develop plans for ongoing communication with staff and residents about your recycling and waste reduction programs, resolve site-specific challenges, and identify ways to enhance your programs. A TRRAC team member also can meet with you and your collector to discuss site-specific challenges and opportunities.
- Participation in community and property events and training, including those that occur in the evenings or on weekends. Event types include pool parties, community festivals, staff training, condominium board meetings, and informational lobby displays or recycling presentations. Bilingual staff and/or volunteers are available to participate in these activities. Recycling awareness events educate residents on how to recycle and why it's important, but they also strengthen your resident community and give people opportunities to meet their neighbors.
- Educational materials are available in several languages and can be requested by calling 240-777-6486 or via the RRMD website ([MontgomeryCountyMD.gov/RecycleRight](http://MontgomeryCountyMD.gov/RecycleRight)). Click on the "at your apartment/condo" tab and look for the links to order blue bins and other materials. Available items include:
  - Bilingual recycling posters for collection areas (English and Spanish).



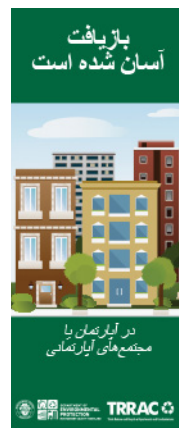
- Multi-lingual labels for recycling and solid waste collection containers.
- Bilingual door hangers (English, Spanish, Amharic, French, Korean, Mandarin, and Russian).
- Bilingual magnets for residents (English and Spanish).
- Videos to motivate residents to recycle and explain how to do so (English and Spanish).
- Recycling brochures for residents (Amharic, English, Farsi, French, Japanese, Korean, Mandarin, Russian, Spanish, Portuguese, and Vietnamese).



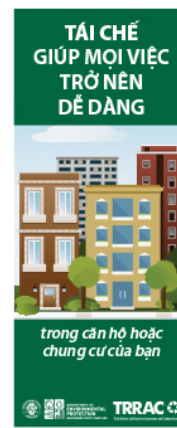
English



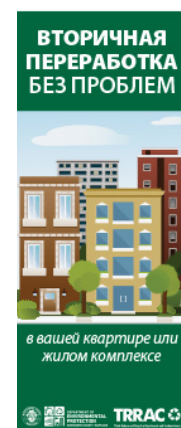
Amharic



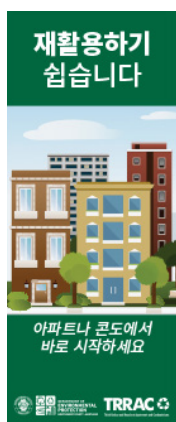
Farsi



Vietnamese



Russian



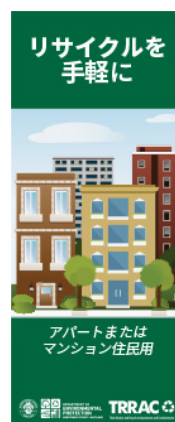
Korean



Portuguese



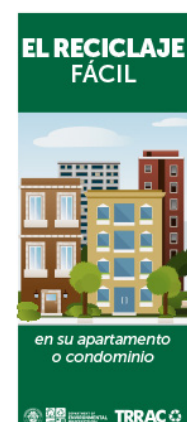
French



Japanese



Mandarin



Spanish

- Educational materials about food scraps recycling including brochures, posters and labels (English and Spanish)
- In-unit recycling containers for residents. Six-gallon, “baby blue” recycling containers are ideally sized for in-unit use and storage and have a handle for easy carrying to collection areas.
- Common area and trash room recycling containers. The TRRAC Program provides several different shapes and sizes of containers that fit different needs and space constraints. Property-specific notices and letters developed through collaboration with property representatives.
- Educational seminars and webinars that provide ongoing education for multi-family property representatives on how to implement, maintain, and improve recycling and waste reduction programs and purchase recycled-content items. Learn from a variety of guest speakers and interact with other property representatives.
- Information on the RMMD website. Learn more about the types of materials that can be recycled and where facilities are located in Montgomery County ([MontgomeryCountyMD.gov/RecycleRight](https://montgomerycountymd.gov/RecycleRight)).



## I. Annual Recycling Recognition

If you have taken all of the steps outlined above, then you should be well on your way to having a successful multi-family recycling and waste reduction program at your property.

Each year Montgomery County recognizes a limited number of award-winning multi-family properties and individuals at the Recycling Achievement Recognition Ceremony as part of Montgomery County Recycling Awareness Week. Multi-family awards are presented to properties, management companies, and individuals that contributed to excellent recycling programs or made significant improvements to their recycling programs. Recipients typically demonstrate commitment to maintaining and improving recycling programs, increasing resident awareness and participation, and employing creative approaches to boost their recycling and waste reduction programs. The recipients are featured in press releases, on the County website, and in newsletters. Award winning properties also display their awards and discuss their achievements in property newsletters and marketing materials.



## VIII DEVELOPING A SUCCESSFUL MULTI-FAMILY PROPERTY FOOD SCRAPS RECYCLING PROGRAM

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Data from Montgomery County's most recent waste composition study estimates that approximately 16,000 tons of food scraps are disposed annually from multi-family properties. Implementing a food scraps recycling program at your multi-family property can remove these materials from your waste stream. Since food scraps are not required to be recycled by Executive Regulation 1-15, getting management to support and residents to participate in a food scraps recycling program is crucial for a successful program.

Food scraps can be recycled and processed into a beneficial soil amendment used by landscapers, farmers, and gardeners to grow healthy crops and plants. This soil amendment improves soil health and structure, increases drought resistance, and reduces the need for commercial fertilizers. Adding compost to soil significantly improves the drainage of soil, reducing the amount of runoff from rain and melting snow. Recycling food scraps can also reduce the amount of solid waste disposed, thereby resulting in lower solid waste disposal costs for your property.

Whether you are adding a food scraps recycling program to your existing recycling collection service or just exploring whether it is a viable option for your property, a few simple steps will ensure success in this endeavor. Wherever you find yourself in the process, please know that Montgomery County's TRRAC staff are available to assist you.



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## A. Evaluate the Amount of Food Scraps in Your Waste Stream

Before you implement a food scraps recycling program, it is important to estimate the amount of food scraps generated at your property. This consists of determining what types of food scraps are generated, what are the sources of the food scraps, how much is generated, and how they are being managed.

### Conduct a waste audit.

If you have not done so already, conduct a waste audit. This will allow you to determine what is in your trash and identify the types, amounts, and sources of food scraps at your property.

A waste audit can consist of performing a walk-through of your property, asking office and maintenance staff for an assessment, or performing a formal waste sort. The objective of performing an audit is to determine how much food waste you are generating and where it is generated. Make sure to include all areas of your property, including leasing and staff offices, residential units, common areas, dining facilities, etc.

## B. Engage Management

Be sure to talk to management early in the process. Educating yourself and management about the possibilities and benefits of implementing such a program at your property is an important first step. If management is not aware of the potential long-term economic and environmental benefits, they may resist implementing a food scraps recycling program. Obtaining support and communicating upper management's commitment to the food scraps recycling program is crucial in setting an example and motivating staff and residents to participate in the program.

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## C. Develop a Plan

### Explore your options.

Montgomery County does not provide refuse or recycling collection services to multi-family properties; therefore, you will need to decide how food scraps will be managed. For example, will you donate excess consumable food to food rescue organizations that provide food to those with unmet needs? Or contract with a collector to have food scraps taken to a facility for recycling or processing? Or will you compost your food scraps on-site?

### Food Donation

If your property has a dining room, cafeteria, café, or other food service vendor and you find you have excess food that is still consumable, food donation is an option. If you decide to donate food, there are numerous local food rescue organizations that will accept these donations. Search for local food pantries in your community. Contact these organizations to find out what food items they accept and learn about their process for donating excess or unwanted food.

### Food Scraps Recycling Collection

For your food scraps—food that does not fulfill a specific need, a food scraps recycling collection program is a viable option. This involves contracting with a collector to remove your food scraps and transport them to a food scraps recycling processor or self-hauling your food scraps to a processor. The processor will process the food scraps, using one of several different methods, to create a nutrient-rich soil amendment.

Collectors often provide you with larger, central food scraps recycling collection containers for central collection areas, and sometimes smaller food scraps collection containers for trash and recycling rooms. The collector will also provide a list of acceptable and unacceptable food scraps and other acceptable organic materials. Some collectors and processors may provide some of the finished compost product for use at your property.



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You can start with your current recycling collection service provider to see if they provide food scraps recycling collection services. If they do not, you will need to research other collectors and seek competitive bids. A list of collection service providers can be found in Section G. Food Scraps Recycling Collection Service Providers. Below are basic questions to ask when researching food scraps recycling collection services.

- What types of food scraps and other acceptable organic materials do you accept?
- How are the food scraps collected?
- What happens if there is too much contamination in the containers?
- What types and sizes of collection containers do you provide? Do you provide in-unit collection containers for residents to use?
- Who is responsible for maintaining these containers (e.g. making sure they are in good condition, have functional lids, are properly labeled, are cleaned/washed, etc.)?
- Are pickups scheduled or on an “on call” basis?
- To which facility do you take the food scraps? Do you offer free/discounted compost as part of your services?
- Are you able to offer educational materials and provide training to my staff and residents?
- If the list of acceptable materials changes, will you offer re-education of staff and residents?
- Are compostable liners allowed? If yes, will you provide the liners or where should they be purchased?
- What is the term of the contract (e.g. one year, two years, etc.)? Is there flexibility to adjust services and/or container capacity as need/demand dictates?
- Can you provide monthly or yearly tonnage reports for food scraps collected to include in the Annual Recycling and Waste Reduction Report?



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## On-site Composting

Another option is to compost food scraps on-site. Food scraps can be composted separately or combined with yard trim from the property grounds or community gardens. To compost food scraps on-site, be sure to follow all County, State, and Federal guidelines. Consider the following factors.

### Cost

It is important to evaluate how much each option costs. Collection service by a food scraps recycling collector may require costs for food scraps collection containers throughout the property as well as compostable liners, and the service of collecting the material. Composting on-site requires costs for compost bins and for maintenance of these bins, as well as costs to process the materials on-site along with any necessary equipment.

Still, it is important to note the costs to collect materials for recycling are typically lower than the cost to transport and dispose materials as refuse. By maximizing the amount of materials collected for recycling, your property can potentially decrease its solid waste disposal costs. After program implementation, monitor your trash containers on a regular basis to see if the size or number of refuse containers can be reduced or if the frequency of collection service can be changed. Remember, you are not generating more materials; rather, you are recycling an additional amount of existing materials.

### Space

Another consideration is the amount of space required. The number of collection areas will depend on the size and type of property (e.g. high-rise, mid-rise, garden style) and the amount of food scraps being generated and collected. This might mean a series of smaller food scraps recycling collection containers (e.g. in each trash room of high- and mid-rise buildings) that are emptied into a larger, centralized collection container, or single centralized collection area for your entire property.

If you are composting on-site, space is also necessary for the composting operation. This includes space for the active pile and space for the finished compost generated.

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## Collection Frequency

It is also important to consider the collection schedule. Smaller collection containers will need to be emptied more frequently than larger containers, but all need to be emptied in a timely manner to prevent odor and pest concerns.

If you are collecting food scraps from an on-site food service operation, such as a dining room, coordinate appropriately. Work within the structure of your food preparation schedule to minimize the amount of time food scraps remain in the central food scraps collection container(s). If possible, arrange collection after the bulk of food preparations are completed and as late in the day as possible. Also, try to arrange for a collection before the weekend.

If you are composting on-site, establish a collection schedule with designated staff or resident volunteers. Be sure to clearly identify alternate staff to cover for absences. Again, collection frequency will depend on the number of containers, amount of food scraps being generated, and odor and pest control concerns.

## D. Establish a Convenient Collection System

To ensure your residents are recycling food scraps properly, you need to make it convenient and simple for them. This means providing easy access to food scraps recycling collection containers and ensuring the containers are clearly labeled with instructions on what types of materials can and cannot be accepted. Sharing the benefits of recycling food scraps may also motivate staff and residents to participate. Some residents may find it convenient to store food scraps temporarily at home before taking them to the central food scraps recycling collection containers. For these residents, providing small, in-unit food scraps recycling containers will increase their participation in your food scraps recycling program. Talk to your collector to see if they will provide these containers and/or compostable liners for containers.

If supplying in-unit food scraps recycling collection containers is not feasible at your multi-family property, educate residents on where they can buy their own in-unit collection container or what they can use as an alternative. Ceramic or stainless-steel containers made specifically for food scraps are sold online and in many stores.

Residents also can use reusable containers such as yogurt containers or coffee cans with lids for collecting food scraps. Make sure you provide detailed instructions to residents on how the food scraps are to be transferred from these reusable containers into the central food scraps recycling collection container.

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## Central Food Scraps Recycling Collection Area

Where you locate your central food scraps recycling collection areas will affect the success of your food scraps recycling program. Whether your property is a high-rise, mid-rise, or garden style, the crucial element is to make food scraps recycling collection areas as convenient for residents as possible. The more collection areas you have, the easier food scraps recycling will be for staff and residents.

Central food scraps recycling collection containers are available in various shapes and sizes. If you have contracted with a food scraps recycling collection service, your collector may provide these containers as part of its service.

It is important to remember that all containers for the storage of food scraps must comply with all standards in Montgomery County Code Chapter 48. This means containers need to be vermin proof, waterproof, be made of non-corrodible material(s), and have a tight-fitting lid (§48-24(c) Container Standards). Chapter 48 storage and removal standards also require all solid waste containers to be emptied as often as necessary to prevent overflow of materials between collections.



## Food Scraps Recycling Labels

Clearly labeling food scraps recycling containers is essential to preventing contamination with unacceptable items or other materials. Since the list of acceptable materials can vary, proper labeling is especially important as unmarked or poorly labeled containers can create confusion and increase the risk of contamination.

Food scraps recycling container labels are available from Montgomery County and may be ordered through our website at [MontgomeryCountyMD.gov/RecycleRight](https://www.MontgomeryCountyMD.gov/RecycleRight).

This label depicts examples of commonly accepted food scraps and other acceptable organic materials for a food scraps recycling program. Before using these labels, be sure to confirm the acceptable materials with your food scraps recycling collector. It may be beneficial for you to create your own labels or get labels directly from your collector.

Once you have the proper labels, label the lids, and the front, back, and sides of each container to make sure labels are visible regardless of how or where the containers are placed in the collection area(s). Additionally, placing signage or posters near the collection containers provides detailed information on which materials can and cannot be recycled.



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## Acceptable Materials

The following list provides examples of food scraps and other organic materials that are generally acceptable, sometimes acceptable, and never acceptable in food scraps recycling programs. Again, for the specific list of acceptable materials, contact your food scraps recycling collector.

### Generally Acceptable:

Baked Goods  
Breads, Grains, and Pasta  
Coffee Grounds and Tea Bags  
Fruits and Vegetables  
Soiled Paper Products

### Sometimes Acceptable:

Compostable Items (Utensils, Takeout Containers, etc.)  
Dairy Products  
Facial Tissue, Napkins, and Paper Towels  
Meats, Fish, and Bones  
Nuts and Nut Shells  
Wood Chopsticks, Popsicle Sticks, Toothpicks

### Never Acceptable:

Styrofoam®/Polystyrene #6 plastic products  
Ash  
Batteries  
Chemicals (Bleach, Detergents, Degreasers, etc.)  
Cigarette Butts  
Dead Animals, Roadkill  
Diapers  
Non-Compostable Food Service Ware  
Pet Waste  
Pet Waste  
Plastic Wrap or Non-Compostable Plastic Bags



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## E. Educate Office, Maintenance Staff, and Residents

Your staff will be the first ones residents approach with questions regarding your food scraps recycling program. This includes the leasing agent who introduces your food scraps recycling program to potential residents, the maintenance and grounds staff whom residents see and interact with daily, concierges and/or front desk staff, and management office staff. Not only do they need to know what to tell your residents, they need to know how to recycle food scraps themselves. The more your staff knows about the food scraps recycling process and program at your property, the more likely your program will be successful.

All staff should know:

- The property's food scraps recycling collection process, areas, and where containers are located.
- What materials can and cannot be recycled.
- Where residents can find additional educational materials on food scraps recycling.
- If and where your property provides in-unit food scraps recycling collection containers and compostable liners for residents

Suggestions for staff education include:

- Prior to the start of your program, hold a staff meeting to discuss the program, identify roles and responsibilities of all staff, list of items acceptable for food scraps recycling, and proper procedures for maintaining the food scraps recycling collection containers.
- Ensure all new employees receive training pertaining to the food scraps recycling program.
- Provide staff with regular status updates on the program, including the amount of food scraps collected for recycling.
- Be sure to solicit staff feedback and ideas to make improvements to the program.
- Schedule refresher training for all employees to keep staff up-to-date and motivated about the program.
- Create a food scraps recycling reference for staff and have it accessible at your front desk and in management offices.
- Include information about your food scraps recycling collector, County contact information, extra labels, brochures, and a fact sheet covering the specifics of your program.

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## Communicate with your residents

Prior to beginning a food scraps recycling program, let your residents know about the program and what the program will entail. Start the education process immediately by providing food scraps recycling information, including the lists of acceptable and unacceptable items. If possible, provide an in-unit food scraps recycling collection container to current residents, and as part of your move-in package to new residents. Continue educating residents at every opportunity using property newsletters, bulletin board announcements, posters or flyers, email, and special events.

## F. Monitor, Maintain, and Modify Your Program

As with all recycling programs, you must establish a regular schedule of monitoring for your food scraps recycling program. Ensure collection areas are clean, and all food scraps collection containers are emptied before they get full. If you find that your containers are filling up, you will need to speak with your collector and adjust the containers size(s) or collection frequency accordingly.

If contamination in the food scraps recycling collection containers are observed, work with your staff and residents and provide education. Ask maintenance staff to remove and track what items are improperly placed in the food scraps collection container. Clarify this information on the labels and signs posted around the food scraps collection containers and remind residents of acceptable food scraps via email, newsletter, bulletin board, etc. Vigilance in monitoring your food scraps recycling collection containers is paramount. Contaminants and unacceptable items in your food scraps recycling program can cause entire loads of food scraps to be rejected by the collector or the processor.

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## **G. Food Scraps Recycling Collection Service Providers**

Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all food scraps recycling service providers that service Montgomery County, nor offer it as an endorsement of any of the companies.

### **Dedicated Food Scraps Recycling Collectors:**

Compost Cab  
202-695-2020

Compost Crew  
301-202-4450

EnviRelation  
202-465-4802

Key Compost  
240-608-0283

Organic Agriculture Recycling, LLC  
christopher\_br@hotmail.com  
240-898-7284

Organic Waste Haulers  
301-755-9286

Veteran Compost  
410-935-6404

### **Waste Management Companies (providing food scraps recycling collections):**

Apple Valley Waste  
877-267-1280

Bates Trucking  
301-699-3268

Waste Management  
301-340-0774



## IX COMPLIANCE AND ENFORCEMENT

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RMMD offers many resources to help multi-family properties comply with Montgomery County's recycling and solid waste regulations.

This includes recycling education specialists who will perform on-site assessments, offering property-unique compliance recommendations, and providing outreach and education services to ensure both your residents and staff are aware of your property's recycling program and efforts. When properties are not in compliance with the County's recycling and solid waste regulations, the Division's Recycling Investigators will enforce the County's regulations and address violations directly with the properties.



### A. Investigation Process

When RMMD receives a trash or recycling-related complaint about a multi-family property, a Recycling Investigator will visit the property to investigate and assess the situation.

Depending upon the severity of the issue, the Recycling Investigator may issue a verbal warning, a Notice of Violation (NOV), or a citation. Verbal warnings and NOVs give the property a specified amount of time to rectify the problem and come into compliance with the solid waste and recycling regulations. Citations are compliance orders with a fine attached. The amount of the fine can increase if the property does not come into compliance. The Recycling Investigator retains the right to issue citations immediately if a violation is a matter of public health and safety.

- Verbal Warnings – not written, but need to be taken seriously. Often given to first time offenders or where violations are not severe or can quickly be remedied.
- Notice of Violation (NOV) – official written warning notice.
- Citations – official written compliance order with a mandatory fine that must be paid or a court appearance is required. Failure to comply can lead to increased fines plus payment of the associated Court costs.

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## B. Fines

Failure to comply with the solid waste regulations found in Chapter 48 of the Montgomery County Code is a Class A violation of Montgomery County Code. Class A violations are subject to fines of \$500 for the initial violation and fines of \$750 per day for subsequent violations.

Failure to comply with the recycling regulations found in Executive Regulation 1-15 is a Class B violation of Montgomery County Code.. Class B violations are subject to fines of \$100 for the initial violation and fines of \$150 per day for subsequent violations.

If a property fails to pay its fines and come into compliance, a summons to appear in Court will be issued. This may result in an abatement order, which is a judge's order to comply. Compliance is ultimately required, even if a fine is paid. Failure to comply with an abatement order will lead to a Show Cause Order which expedites a contempt of court hearing and can lead to jail time if the property still refuses to comply

### **Class A (Chapter 48) Violations**

Initial fine \$500; \$750 per day for subsequent offenses

### **Class B (ER 1-15) Violations**

Initial fine \$100; \$150 per day for subsequent offenses

## X WASTE REDUCTION AND REUSE

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In the solid waste management hierarchy, RECYCLE comes after REDUCE and REUSE. "REDUCE" refers to preventing the generation of waste by buying less, using reusable materials (such as reusable shopping bags), purchasing products with minimal packaging, maintaining and repairing products, and borrowing or renting items that are used infrequently. If waste is prevented, there is no need (or cost) for trash and recycling collection, processing, and disposal. "REUSE" refers to efforts to use something in as many ways as possible before recycling or disposing of it. This includes passing items on to others who will find new uses for them.



To reduce waste at your property, the first step is to conduct an informal consumption and waste audit. What are you buying but not using? What items might you be able to buy in bulk to reduce packaging (and cost)? What do you see in your trash? What happens to construction and demolition project materials?

Here are some examples of waste reduction activities reported by multi-family properties in Montgomery County:

- Online portals for paying rent and requesting maintenance service.
- Resident e-mail lists for announcements and updates.
- Double-sided printing, and reuse of unwanted faxes and one-sided print jobs.
- Reusable mugs in leasing offices.
- Office and cleaning supplies purchased in bulk.
- Property-customized reusable bags for residents.
- Reuse of boxes, packing materials, and bubble wrap to ship packages.
- Property donations:
  - Usable air conditioners, furniture, and building supplies to non-profit organizations.
  - Usable equipment to schools.
  - Craft/office supply items to schools or senior centers.

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Try implementing some of these or come up with other activities that fit your property's needs and operations. Whatever waste reduction activities you implement, be sure to include them in your annual recycling and waste reduction report. We want to hear about what you are doing.

Property managers can support resident reuse and waste reduction efforts through a number of activities. A few examples of such activities reported by other multi-family properties in Montgomery County include:

- On-site libraries of unwanted books.
- On-site closets for resident drop-offs (unclaimed material delivered monthly to charitable organizations).
- Charitable donation drives throughout the year.
- Resident/community yard sales.
- Move-out guidance on how to contact charitable organizations for pick-up of usable furniture and other household goods.
- Offers to new residents of furniture left behind by previous residents.
- Use of property listservs, bulletin boards, chat rooms, etc., to list unwanted items for sale, trade, or giveaway.

You can encourage waste reduction by providing your residents with lists of organizations that accept or pick up items for recycling or donations. This is also an opportunity to reduce bulk trash at your property by encouraging options other than disposal for large items, such as furniture.

Be creative in finding new ways to reduce waste and reuse. Your residents and staff may have good ideas as well.



## XI BUYING RECYCLED PRODUCTS – CLOSE THE LOOP

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Recycling works because people buy products that are made from recycled materials. By purchasing a product made with recycled content, you are ensuring a demand for goods made from recycled materials, creating and sustaining jobs, and conserving natural resources for future generations. The manufacture of products from recycled materials reduces our dependence on virgin raw materials and often uses less energy than the same processes using virgin materials. It also can reduce air and water pollution.

The recycled product manufacturing industry continues to grow due to an ever-increasing supply of recyclable materials and demand for recycled-content products. As demand has grown, the variety of these products has expanded, while the cost to consumers has decreased. The following are examples of materials that are made with recycled content. The next time you need to purchase these items, consider buying recycled.

- Absorbents
- Alternative lumber products such as benches, picnic tables, and playground equipment
- Asphalt (rubberized asphalt/glassphalt)
- Auto parts
- Building insulation
- Building materials
- Carpet
- Compost/mulch
- Flooring
- Food service containers (paper and plastic)
- Furniture
- Mats (plastic and rubber)
- Office supplies (bulletin boards, calendars, folders, letter openers, note holders and trays, pens, pencils, push pins, rulers, scissors)
- Packaging material
- Plastic partitions, decking, fences/posts, parking stops, and drainpipes

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- Printing and writing papers
  - Recycled toner cartridges
  - Recycled antifreeze
  - Re-refined motor oil
  - Retread tires
  - Reusable bags
  - Shower dividers/toilet partitions/wall panels, sinks, and counter tops
  - Solvents
  - Tissue and towel products
  - Trash and recycling containers
  - Trash can liners
  - Wallboard
  - Vehicle fleets

Recycled-content products are widely available. You may be purchasing these products without even knowing it. Others may require a conscious choice on your part. Look for the recycled-content symbol . This symbol indicates the product is made from recycled materials. Look for and purchase products made with the highest percentage of post-consumer recycled-content, which is the material collected and recycled by recycling programs.

If you are unfamiliar with your options, shop around, starting with your regular vendors and branching out to other vendors and specialty markets. While in the past it was true some recycled products were inferior to products made from new materials, increased demand and major changes in technology have resulted in improved products that are competitive in quality with virgin goods. These same innovations and demand for recycled products have significantly reduced costs to the point where many recycled-content products already are less expensive than their virgin counterparts. Comparison shopping, bulk purchasing, competitive bidding processes, and calculating the life-cycle cost of a product are the best ways to manage costs. Look around for vendors that are willing to help you find the products you want.

# APPENDIX A ANNUAL MULTI-FAMILY RECYCLING AND WASTE REDUCTION REPORT INSTRUCTIONS AND FORMS

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Instructions for completing the Annual Multi-Family Recycling & Waste Reduction Report Paper-based Forms .The same instructions apply when filing online at [MontgomerycountyMD.gov/DEPARR/](https://montgomerycountymd.gov/DEPARR/)

## Page 1

**Property Name:** Provide the complete legal name of your property.

**Physical Address:** Provide the complete mailing address of your property including street address, unit number, city, and zip code.

**Type of Property:** Check the appropriate box to indicate whether your property is an apartment, condominium, or cooperative.

**Property Sub-Type:** Check the appropriate box to indicate whether your property is a High-rise (more than 5 stories), Mid-Rise (4 or fewer stories), Garden-style, or mixed.

**Number of Units:** Provide the number of dwelling units within your property.

**Total acreage of green area (landscaped and grassy area):** Provide the total acreage or square footage of landscaped and grassy areas on your property.

**On-site Contact Person Name and Title:** Provide the full name of the on-site person who will be available to County staff to answer questions about this annual report. If there is not an on-site point of contact, you may leave this section blank.

**On-site Mailing Address:** Provide the complete mailing address of the on-site contact person including street address, unit number, city, state, and zip code. You may check the box at the right if it is the same as the property's physical address provided above.

**Telephone Number/Fax Number/E-mail:** Provide the complete telephone number, fax number, and e-mail address of the contact person.

**Property Management Company:** Provide the complete name of the property management company for the property.

**Mailing Address:** Provide the complete mailing address of the property management company including street address, suite number, city, state, and zip code.

**Property Management Company Contact Person:** Provide the full name and title of the person at the property management office who will be available to County staff to answer questions about this annual report.

**Telephone Number/Fax Number/E-mail:** Provide the complete telephone number, fax number, and e-mail address of the property management company contact person.

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**Signature:** The person preparing the annual report must sign and date the form.

## Page 2

**Required Recyclable Materials:** Complete the table for each of the 5 categories of required recyclable materials.

### **For Mixed Paper, Corrugated Cardboard (only if collected separately), Commingled Materials, and Scrap Metal:**

*Container Type & Size* – Provide the size (e.g. volume/capacity) of each container used. A list of common collection container types and sizes is provided at the bottom of the form for your reference.

*Total Number of Containers* – Provide the total number of containers of each type & size at your property.

*Number of Collections* – Provide the number of times each container type & size is collected for each material.

*Collection Frequency* – check the box that corresponds to how frequently each container type & size is collected (e.g. weekly, monthly, yearly, on-call)

*Total Annual Amount Collected (Pounds/year)* – Indicate the total pounds of each material that were collected during the calendar year. Your hauler may be able to provide this information. You also may use the TRRAC Recycling/Trash Weight Calculator to estimate these amounts based upon the number and size of your containers and the frequency of collection. The calculator is available at: [MontgomeryCountyMD.gov/SWS/Resources/Files/arr/trrac-calculator.xlsx](http://MontgomeryCountyMD.gov/SWS/Resources/Files/arr/trrac-calculator.xlsx)

*Collector Name, Address, Phone Number* – Enter the complete name of the collection company handling these materials. After entering this information once, you may check the “Same as above” box on subsequent lines if the using the same collector. If you are self-hauling materials, enter “self-haul” and indicate the facility to which these materials are being self-hauled.

### **For Christmas Trees:**

Indicate either the total pounds or the number of trees of Christmas trees recycled during the previous year. If the number of Christmas trees recycled is reported, we will use an average weight of 17.6 pounds per tree to calculate your property’s total pounds recycled.

Provide the Name, Address, and Phone Number of the collector or landscape service provider managing your Christmas trees. If you are self-hauling Christmas trees, enter “self-haul” and indicate the facility to which these materials are being self-hauled.



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If live Christmas trees are not allowed at your property, please check the provided box. This lets us know that Christmas tree recycling does not apply at your property and that this section was not intentionally left blank.

### **For Yard Trim:**

Provide the total pounds of leaves, grass, brush, and garden trimmings recycled/composted either on-site at your property or removed by your landscape service provider. If total pounds are not known, provide the total cubic yards removed and we will calculate using a conversion factor of 500 pounds per cubic yard of yard trim.

Provide the Name, Address, and Phone Number of the landscape service provider managing your yard trim.

### **For Grasscycling:**

Provide the area, either in acres or square footage, of the lawn area that is mowed where the grasscycling occurs. We use a conversion factor of 7.6 tons of grass clippings per acre per year to calculate the total annual pounds.

Provide the Name, Address, and Phone Number of the landscape service provider grasscycling at your property, or check the box if done by property staff.

## **Page 3**

### **Solid Waste (Trash) and Bulk Trash**

*Container Type & Size* – Provide the size (e.g. volume/capacity) of each container used. A list of common collection container types and sizes is provided at the bottom of the form for your reference.

*Total Number of Containers* – Provide the total number of containers of each type & size at your property.

*Number of Collections* – Provide the number of times each container type & size is collected for trash.

*Collection Frequency* – check the box that corresponds to how frequently each container type & size is collected (e.g. weekly, monthly, yearly, on-call)

*Total Annual Amount Collected (Pounds/year)*– Indicate the total pounds of trash collected during the calendar year. Your hauler may be able to provide this information. You also may use the TRRAC Recycling/Trash Weight Calculator to estimate these amounts based upon the number and size of your containers and the frequency of collection. The calculator is available at: [MontgomeryCountyMD.gov/SWS/Resources/Files/arr/trrac-calculator.xlsx](https://montgomerycountymd.gov/SWS/Resources/Files/arr/trrac-calculator.xlsx)

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*Collector Name, Address, Phone Number* – Enter the complete name of the collection company handling your trash. After entering this information once, you may check the “Same as above” box on subsequent lines if the using the same collector. If you are self-hauling trash, enter “self-haul” and indicate the facility to which the trash is being self-hauled.

### **Voluntary Recyclable Materials (Optional)**

This section is provided for you to report any other non-required materials which your property is recycling. Some of the columns may not be applicable for the voluntary recyclable you are listing. You may leave these sections blank or indicate “N/A.”

*Container Type & Size* – Provide the size (e.g. volume/capacity) of each container used. A list of common collection container types and sizes is provided at the bottom of the form for your reference. (If applicable)

*Total Number of Containers* – Provide the total number of containers of each type & size at your property. (If applicable)

*Number of Collections* – Provide the number of times each container type & size is collected for each voluntary material. (If applicable)

*Collection Frequency* – check the box that corresponds how frequently each container type & size is collected (e.g. weekly, monthly, yearly, on-call) (If applicable)

*Total Annual Amount Collected (Pounds/year)* – Indicate the total pounds of voluntary recyclable materials collected during the calendar year. We have conversion factors for many materials. If you do not know the pounds of materials recycled, provide material volumes or item counts (e.g. 100 square feet of carpet and padding, 5 refrigerators, 75 fluorescent tubes).

*Collector Name, Address, Phone Number* – Enter the complete name of the collection company handling these materials. After entering this information once, you may check the “Same as above” box on subsequent lines if the using the same collector. If you are self-hauling voluntary recyclable materials, enter “self-haul” and indicate the facility to which the material is being self-hauled.

## Waste Reduction/Reuse and Education Summary Waste Reduction

Describe all waste reduction activities undertaken at your property. Lists and bullet points are acceptable.

### **Outreach and Education**

Check the boxes that apply. List any other activities conducted not listed in the check box section.

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

Provide us with any suggestions or feedback you might have.

### **Record Keeping & Filing**

Please keep a copy of the completed form for your records.

You may mail the form to the address listed on the form or fax it to 240-777-6465.

**Please note: Failure to submit an annual report to the County by the February 1 deadline is a Class B violation of Montgomery County Code, subject to fines of up to \$150.00 per day the report is late.**



Think Reduce and Recycle at Apartments and Condominiums

# Annual Multi-Family Recycling & Waste Reduction Report

THIS FORM REPORTS ON RECYCLING AND DISPOSAL AT YOUR PROPERTY DURING CALENDAR YEAR: \_\_\_\_\_

**This form must be completed and returned by FEBRUARY 1<sup>st</sup>.**

Mail completed form to: Montgomery County Recycling and Resource Management Division  
Waste Reduction and Recycling Section  
ATTN: TRRAC Program  
2425 Reddie Drive, 4th Floor  
Wheaton, Maryland 20902  
or Fax to: 240-777-6465

Please retain a copy of this report for your records. For questions regarding this report, call 240-777-6486 or 301-370-5185.

**PROPERTY NAME:** \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Type:  Apartment  Condominium  Cooperative

Property Sub-Type:  High-Rise  Mid-Rise  Garden  Mixed

Number of Units: \_\_\_\_\_ Total acreage of green area (landscaped and grassy area): \_\_\_\_\_

On-site Contact Person – Name: \_\_\_\_\_

Title: \_\_\_\_\_

On-Site Mailing Address: \_\_\_\_\_  (Check if same as above)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROPERTY MANAGEMENT COMPANY (if applicable):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit/Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Management Company Contact Person Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## PLEASE SIGN THE REPORT:

Signature of Property Owner, Manager or Other Responsible Party \_\_\_\_\_ Date \_\_\_\_\_ Printed Name of Signatory \_\_\_\_\_

I hereby certify that as the Designated Responsible Party, my property complies with Montgomery County Executive Regulation 1-15, which requires recycling and reporting by my property, and confirm that the above information is accurate.

<b>FOR RRMD USE ONLY:</b> Field Verified By: Date Verified:	Verification Comments:	Date Reviewed: Total Recycled: Total Generated: Recycling Rate (%):
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(OVER)

**Required Recyclable Materials (use additional page if necessary)**

**\*\*YOU MUST SUBMIT DATA FOR ALL FIVE REQUIRED RECYCLABLE MATERIALS AND TRASH\*\***  
**Incomplete Annual Reports will be returned to filer for completion.**

Material Type	Container Type & Size (see below for types)	Total Number of Containers	Number of Collections	Collection Frequency	Total Annual Amount Collected (Pounds/Year)	Collector Name, Address, Phone Number
<b>1. Mixed Paper</b> (includes corrugated cardboard, newspaper, white office paper, and all other paper collected together) <b>Corrugated Cardboard</b> (only if collected separately from mixed paper)				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
<b>2. Commingled Materials</b> (includes aluminum cans/foil products, plastic bottles and containers, glass bottles and jars, and steel/tin cans collected together)				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
<b>3. Scrap Metal</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
<b>4. Christmas Trees</b> <input type="checkbox"/> Check here if live trees are not allowed at property				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
	(or) Number of Trees Collected: _____ (Conversion factor: 17.6 lbs/tree)			<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> yearly <input type="checkbox"/> on-call		
<b>5. Yard Trim</b> (includes leaves, grass, brush, and garden trimmings)				<input type="checkbox"/> acres <input type="checkbox"/> square feet		<input type="checkbox"/> Check here if done by property staff
	Cubic yards recycled: _____ (if weight not known)  Total green space area _____ (Conversion factor: 7.6 tons of grass clippings/acre/year)					

**Common collection container types and sizes:**

Container (18, 22, 23, 50, 55 gallon)	Dumpster (1, 1.5, 2, 3, 4, 6, 8 cubic yard)	Wheeled hamper (1, 2 cubic yard)	Baler
Wheeled cart (40, 60, 64, 90, 96 gallon)	Compactor (2, 8, 10, 15, 20, 30, 34, 40 cubic yard)	Roll-off (10, 15, 20, 30, 40 cubic yard)	

For Property: \_\_\_\_\_ Calendar Year: \_\_\_\_\_

**Solid Waste (Trash) (use additional page if necessary)**

**\*\*REQUIRED\*\***

Material Type	Container Type & Size (see below for types)	Total Number of Containers	Number of Collections	Collection Frequency	Total Annual Amount Collected (Pounds/Year)	Collector Name, Address, Phone Number
<b>Solid Waste (Trash):</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
<b>Solid Waste (Trash):</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>Bulk Trash:</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>Bulk Trash:</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above

**Voluntary Recyclable Materials (use additional page if necessary)**

**\*\*OPTIONAL\*\***

(Examples: batteries, carpeting, clothing, ink/toner cartridges, food scraps,...etc.)

<b>Specify Material Type:</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		
<b>Specify Material Type:</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>Specify Material Type:</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>Specify Material Type:</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above
<b>Specify Material Type:</b>				<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call		<input type="checkbox"/> Same as above

**Common collection container types and sizes:**

Container (18, 22, 23, 50, 55 gallon)	Dumpster (1, 1.5, 2, 3, 4, 6, 8 cubic yard)	Wheeled hamper (1, 2 cubic yard)	Baler
Wheeled cart (40, 60, 64, 90, 96 gallon)	Compactor (2, 8, 10, 15, 20, 30, 34, 40 cubic yard)	Roll-off (10, 15, 20, 30, 40 cubic yard)	

For Property: \_\_\_\_\_ Calendar Year: \_\_\_\_\_

## WASTE REDUCTION/REUSE AND EDUCATION SUMMARY

*This page must be included with Annual Recycling Report*

### Waste Reduction

Describe the waste reduction and reuse efforts undertaken at your property in an effort to reduce the amount of solid waste generated:

*Waste reduction activity examples include: resident yard sales, reusable mugs in the leasing office, double-sided printers, electronic notices/newsletters instead of paper, donation of gently used items to charitable organizations, ...etc.*

### Outreach and Education

Check boxes for activities conducted at your property during the past year.

- Included recycling information in move-in package
- Included recycling information in property newsletter # of times: \_\_\_\_\_
- Distributed County-provided educational recycling materials to residents
- Placed informative recycling posters at all collection sites
- Conducted resident outreach/education event(s)
  - with Montgomery County
  - without Montgomery County
  - both with and without Montgomery County
- Provided in-unit recycling bins for residents to use
- Conducted other outreach/education activities:

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





# APPENDIX B TRRAC RECYCLING/TRASH WEIGHT CALCULATOR

To assist you during the reporting season we have available on our website the TRRAC Recycling/Trash Weight Calculator that you may use to estimate the amounts of total pounds of trash or recyclables collected from your property during the calendar year.

The calculator is available at: [MontgomeryCountyMD.gov/SWS/Resources/Files/arr/trrac-calculator.xls](http://MontgomeryCountyMD.gov/SWS/Resources/Files/arr/trrac-calculator.xls)

Container Size	Est. Weight (in lbs)	*Enter* Number Of Containers	*Enter* Number of Pickups per Week	Weeks in A Year	Total Yearly Pounds
32 gallon Trash	32			52	0
50-55 gallon Trash	54			52	0
60-64 gallon Trash	60			52	0
90-96 gallon Trash	70			52	0
2yd Dumpster Trash	280			52	0
3yd Dumpster Trash	420			52	0
4yd Dumpster Trash	560			52	0
6yd Dumpster Trash	840			52	0
8yd Dumpster Trash	1120			52	0

Container Size	Container Size	Est. Weight (in lbs)	*Enter* Number of Containers	*Enter* Number of Pickups per Week	Weeks in A Year	MP	Comm	Contamination	Total Single Stream	Total Yearly Pounds Mixed Paper	Total Yearly Pounds Commingled Materials	Total Yearly Pounds Contamination
20 gallon Single-Stream	20	0.84			52	0.497	0.304	0.199	0	0	0	0
32 gallon Single-Stream	32	0.84			52	0.497	0.304	0.199	0	0	0	0
40 gallon Single-Stream	40	0.84			52	0.497	0.304	0.199	0	0	0	0
50-55 gallon Single-Stream	55	0.84			52	0.497	0.304	0.199	0	0	0	0
60-64 gallon Single-Stream	64	0.84			52	0.497	0.304	0.199	0	0	0	0
90-96 gallon Single-Stream	96	0.84			52	0.497	0.304	0.199	0	0	0	0
2yd Single-Stream	2	154			52	0.497	0.304	0.199	0	0	0	0
3yd Single-Stream	3	154			52	0.497	0.304	0.199	0	0	0	0
4yd Single-Stream	4	154			52	0.497	0.304	0.199	0	0	0	0
6yd Single-Stream	6	154			52	0.497	0.304	0.199	0	0	0	0
8yd Single-Stream	8	154			52	0.497	0.304	0.199	0	0	0	0

Container Size	Est. Weight (in lbs)	*Enter* Number Of Containers	*Enter* Number of Pickups per Week	Weeks in A Year	Total Yearly Pounds
20 gallon Mixed Paper	27			52	0
20 gallon Commingled	11.4			52	0
32 gallon Mixed Paper	43			52	0
32 gallon Commingled	18			52	0
40 gallon Mixed Paper	54			52	0
40 gallon Commingled	23			52	0
50-55 gallon Mixed Paper	67.5			52	0
50-55 gallon Commingled	31			52	0
60-64 gallon Mixed Paper	87			52	0
60-64 gallon Commingled	36			52	0
90-96 gallon Mixed Paper	107			52	0
90-96 gallon Commingled	56			52	0
2yd Mixed Paper	447			52	0
2yd Cardboard	109			52	0
2yd Commingled	286			52	0
3yd Mixed Paper	669.75			52	0
3yd Commingled	429			52	0
4yd Mixed Paper	893			52	0
4yd Cardboard	218			52	0
4yd Commingled	572			52	0
6yd Mixed Paper	1340			52	0
6yd Cardboard	328			52	0
6yd Commingled	859			52	0
8yd Mixed Paper	1787			52	0
8yd Cardboard	437			52	0
8yd Commingled	1145			52	0
10yd Roll-off Container Mixed Paper	2234			52	0
10yd Roll-off Container Commingled	1431			52	0
12yd Roll-off Container Mixed Paper	2681			52	0
12yd Roll-off Container Commingled	1717			52	0
20yd Roll-off Container Mixed Paper	4467			52	0
20yd Roll-off Container Commingled	2862			52	0
30yd Roll-off Container Mixed Paper	6701			52	0
30yd Roll-off Container Commingled	4294			52	0

	Acreage	Square Footage	Cubic Yards	# of trees	lbs per tree	# Containers	#Pickups per week
Yard Trim Grasscycling (Acreage)							
Yard Trim Grasscycling (Square Footage)							
Yard Trim Composting							
Christmas Trees					17.6		
Food Scraps (EPA)							
1 gallon	3.8						52
35 gallon	75						52
64 gallon	150						52
1 cy	463						52

## Montgomery County Multi-Family Property Recycling Materials Weight Conversion Factors

Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height in Feet)	RECYCLABLE MATERIAL CAPACITY (In Pounds) These are estimates and are subject to change			
			Newspaper	Cardboard	Mixed Paper	Commingled Materials
60 - 64 Gallon Cart	0.3	2/2/3.5	88		87	36
90 - 96 Gallon Cart	0.5	2.5/2.5/4.0	132		106	56
Dumpster (1 yard)	1	3/3/3	297	55	223	143
Dumpster (2 yard)	2	3/4/4	595	109	447	286
Dumpster (4 yard)	4	4/4/5	1,189	218	893	572
Dumpster (6 yard)	6	4/5/6	1,784	328	1,340	859
Dumpster (8 yard)	8	6/6/6	2,378	437	1,787	1,145
Roll-off Container	10	6/22/4	2,973	546	2,234	1,431
Roll-off Container	20	6/22/5	5,946	1,092	4,467	2,862
Roll-off Container	30	6/22/6	8,919	1,638	6,701	4,294

## APPENDIX C BULK TRASH COLLECTION COMPANY LISTING

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### **123JUNK**

[123junk.com](http://123junk.com)

4451 Brookfield Corporate Drive, Suite 200, Chantilly VA 20151  
800-364-5778

### **1-800-Got-Junk**

[1800gotjunk.com/us\\_en/locations/Maryland/junk-removal-gaithersburg](http://1800gotjunk.com/us_en/locations/Maryland/junk-removal-gaithersburg)

7905 Cessna Avenue, Gaithersburg, MD 20879  
800-468-5865

### **A-1 Affordable Trash Removal**

[sites.google.com/view/junkremovalservice4](https://sites.google.com/view/junkremovalservice4)

6801 Chillum Manor Road, Hyattsville, MD 20783  
301-422-7276

### **Bates Trucking Trash Removal, Inc.**

[batestrucking.com](http://batestrucking.com)

4305 48th Street, Bladensburg, MD 20710  
301-773-2069

### **College Hunks Hauling Junk (CHHJ) (Rockville)**

[collegehunkshaulingjunk.com](http://collegehunkshaulingjunk.com)

603 Southlawn Lane, Rockville, MD 20850  
833-626-1326

### **Cooley's Trash Service**

[finduslocal.com/local-business/maryland/barnesville/cooleys-trash-service\\_22331-old-hundred-road/](http://finduslocal.com/local-business/maryland/barnesville/cooleys-trash-service_22331-old-hundred-road/)

22331 Old Hundred Road, Barnesville, MD 20838  
301-349-5119

### **Dump & Junk**

[dumpsterrentalsmd.com](http://dumpsterrentalsmd.com)

6 Midsummer Court, Gaithersburg, MD 20878  
301-453-2165

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**Eco City Junk**  
[ecocityjunk.com](http://ecocityjunk.com)

8638 Dakota Drive, Gaithersburg, MD 20886  
301-750-9238

**Goode Trash Removal, Inc.**  
[goodecompanies.com](http://goodecompanies.com)

8611 Snouffer School Road, Gaithersburg, MD 20879  
301-498-6633

**J & J Trash Service**  
[jandjintrashservice.com](http://jandjintrashservice.com)

225 Bucheimer Road, Suite 101, Frederick, MD 21701  
301-898-2109

**Junk B Gone**  
[junkbgoneva.com/junk-removal-centreville-va](http://junkbgoneva.com/junk-removal-centreville-va)

14057 Winding Lane, Centreville, VA 20111  
703-939-5648

**Junk in the Trunk, LLC**  
[Jitt.com](http://Jitt.com)

2 Wisconsin Circle, Suite 700, Chevy Chase, MD 20815  
877-548-8669

**N & G Junk Dump Truck Services**  
[n-gservices.atspace.com](http://n-gservices.atspace.com)

14210 Grand Pre Road, Suite 301, Silver Spring, MD 20906  
301-520-0842

**Nova Junk**  
[novajunk.com](http://novajunk.com)

Alexandria, VA  
571-432-8162

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## Pro Junk Dispatch

[junkgarbageremoval.com/Junk\\_Removal\\_Edgewater\\_MD.html](http://junkgarbageremoval.com/Junk_Removal_Edgewater_MD.html)

PO Box 146, Edgewater, MD 21037  
301-605-1122

## Rescue Bulk Trash

[facebook.com/profile.php?id=100054308389444](https://facebook.com/profile.php?id=100054308389444)

Arlington, VA  
240-429-0968

## Republic Services

[republicservices.com/locations/Maryland](http://republicservices.com/locations/Maryland)

300 Ritchie Road, Capital Heights, MD 20743  
844-737-8254

## Stew's Junk Runners

[stewsjunkrunners.com](http://stewsjunkrunners.com)

19912 Knollcross Drive, Germantown, MD 20876  
240-498-5265

## Titus Trash Service, Inc.

[titustrash.com](http://titustrash.com)

22210 Dickerson Road, Dickerson, MD 20842  
301-428-8990

## Trash Away

[trashaway.com](http://trashaway.com)

8390 Terminal Road, Lorton, VA 22079  
703-339-4560



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## APPENDIX D SCRAP METAL RECYCLING COLLECTION COMPANY LISTING

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Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.

### **East Coast Metals**

[ecmetals.com](http://ecmetals.com)

1015 Ritchie Road, Capitol Heights, MD 20743  
301-808-8090

### **Eco City Junk**

[ecocityjunk.com](http://ecocityjunk.com)

8636 Dakota Drive, Gaithersburg, MD 20877  
301-963-4326

### **Frank's Scrap Metal**

[franksscrapmetal.com](http://franksscrapmetal.com)

8849 Monard Drive, Silver Spring, MD 20910  
301-495-3009

### **Junk Aide Junk Removal & Hauling Services**

[junkaide.com](http://junkaide.com)

703-686-8008

### **Junk King Rockville**

[junk-king.com](http://junk-king.com)

609 Lofstrand Lane, Suite A, Rockville, MD 20850  
301-686-5324

### **KMG Hauling**

[kmghauling.com](http://kmghauling.com)

P.O. Box 650821, Potomac Falls, VA 20165  
703-961-1100

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**Sims Metal (previously Montgomery Scrap)**

[scrapmsc.com](http://scrapmsc.com)

15000 Southlawn Lane, Rockville, MD 20850  
301-424-3000

**Turbo Haul**

[turbohaul.com](http://turbohaul.com)

1-888-887-2642











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

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

**TRRAC (Think Reduce and Recycle at Apartments  
and Condominiums) Program  
2425 Reddie Drive, 4th Floor  
Wheaton, MD 20902**

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

Call: 311 or 240-777-0311  
Fax: 240-777-6465  
TTY: MD Relay 711

**TRRAC** 

Think Reduce and Recycle at Apartments and Condominiums

 Printed on recycled and recyclable paper