

## ***Section 4: Guide to Completing Annual Report Forms***

All large and medium-sized businesses in Montgomery County are required to submit an annual recycling and waste reduction report (referred to as the Annual Report). In addition, small businesses may be required to submit a form upon DSWS request.

The purpose of the Annual Report is to provide the County with information on how much and what kind of material businesses are recycling in each calendar year. The Annual Report also provides the County with information on waste reduction and buying recycled practices of County businesses. The County will aggregate and then report all of this information to the State of Maryland as required by the Maryland Recycling Act.

To determine the annual quantity of material your business is recycling and disposing as waste, consult with your collection company(ies). Your collection company should be able to provide you with all the information you'll need to complete the Annual Report. If your collection company(ies) cannot provide this information, you may need to estimate the quantity using the Recycling Containers and Capacity Estimates chart found in Section 7 (of the Montgomery County Business Recycling Regulation Handbook.)

The County recommends tracking this data monthly and totaling it when you are preparing your Annual Report. Ask your collection company to provide monthly tonnage reports (weight receipts) along with its invoice for services. Businesses are required to maintain copies of contracts and/or invoices for inspection and copying by the County for verification purposes.

If your business is located in a multi-tenant facility, your property manager/owner is required to file an Annual Report on behalf of your business. However, it is your responsibility to make sure your property manager has properly filed the Annual Report. This means the Annual Report must name your business specifically, and provide the following information: an on-site contact, number of employees, and square footage occupied by your business.

If your business has several offices located throughout the County, you may file one Annual Report to cover all sites. However, you must include the address, on-site contact, number of employees, and square footage occupied for each site.

Annual Reports will be reviewed, field verified and audited by the County through on-site field evaluation. The County will provide notification to the business indicating the recycling rate as calculated by the data provided in the report.

## **Submission Dates for Annual Business Recycling and Waste Reduction Report:**

Annual reports covering the previous calendar year are due as follows:

- **Large businesses** (250 or more on-site employees): on or before **February 1st**
- **Medium businesses** (100-249 on-site employees): **on or before March 1st**
- **Small businesses** (fewer than 100 on-site employees): Initially due **within 60 days** of receiving a written request for filing an annual report from DSWS. From that time forward, each year, small businesses must prepare and submit reports on or before **March 1st**
- **Property owners of multi-tenant facilities:** on or before **March 1st**

***Please note: failure to file an annual report to the County is a class B violation of Montgomery County Code, subject to a fine of at least \$100.00.***

## **STEP-BY-STEP GUIDANCE FOR FILING ANNUAL REPORTS:**

These instructions provide an explanation of what is required in each section of the Annual Report.

### **ITEMS ON PAGE 1:**

#### **Business Name:**

Provide the complete legal name of your business. All businesses, including health care facilities, government offices (federal, state and local), private and public schools and non-profit organizations are required to submit Annual Reports.

#### **Mailing Address:**

Provide the suite or room number, street address, building name, city, and zip code of your business. If you have a different mailing address, please attach.

#### **Phone Number:**

Provide the phone number of your business, including area code.

#### **Recycling Program Contact Person:**

Provide the full name of the person employed by your business who will be available to County staff to answer questions about this Annual Report.

#### **Contact Person Email:**

Provide an email for the contact person, if applicable.

#### **Business Website:**

Provide website of the business, if applicable.

#### **Relationship to the Business for Whom Report Is Being Filed:**

Check the box that indicates whether you are filing for the business stated above, or on behalf of another business.

### ***Montgomery County SORRT Program***

### **List Businesses Covered by Annual Report:**

If you are filing this report on behalf of another business (such as property manager filing for tenants), provide the name of the business, the name of an on-site contact, the address and phone number of the business, the number of employees, and the square footage occupied by the business. Attach a separate page for more than six businesses.

### **Government Agency:**

If you are a government agency, check the relevant level of government. If none of these categories applies to you, write in the type of authority under which you operate.

### **Employee Number:**

Provide the total number of full-time employees at this particular site. An employee is defined as a person working 20 hours or more per week, for more than six months in a calendar year. If this Annual Report is being submitted for multiple business sites, provide the total number of employees covered by this Annual Report and provide the number of employees working at each site—include this detail on a separate page.

### **Total Square Feet of Building Space Occupied:**

Provide the total square footage your business occupies at this particular site. If this Annual Report is being submitted for multiple business sites, provide the total square footage of space occupied by all businesses covered by this Annual Report and also provide the individual square footage occupied by each business at each site—include this detail on a separate page.

### **Total Acreage of Green Area, If Applicable:**

*Regardless of who maintains it*, provide the total acreage of the site on which your building is situated that is covered by vegetation like grass, landscaping, trees, and shrubs. If you are in an urban area of the County (e.g., Bethesda, Silver Spring) which has limited green area and your building is completely surrounded by asphalt, sidewalk, etc., indicate NONE.

### **ITEMS ON PAGE 2:**

#### **Annual Report for Previous Calendar Year:**

This is the location on the Annual Report for you to provide detail on how much your business has recycled and/or reduced materials in the previous calendar year. The materials identified in the left-hand column include all of the required recyclables.

**Year:** Indicate the year for which this Annual Report is being filed.

### **FIRST COLUMN:**

#### **Quantity Collected in Previous Calendar Year:**

Provide the total number of pounds of each material your business collected for recycling in the previous calendar year. If the quantities provided to you by your collector are not in pounds,

refer to the Volume/Weight Conversion Chart in Section 7 of the *Montgomery County Business Recycling Regulation Handbook*.

If your business recycles paper by type, as opposed to mixed paper, please indicate the specific types of paper that are being separately collected for recycling. For example, if your business recycles white office paper separately, indicate the amount of white paper recycled, and the amount of mixed paper recycled. Please note the all paper products listed under the definition of mixed paper in Section 7 of the *Montgomery County Business Recycling Regulation Handbook* must be recycled if generated.

If your business contracts with a document destruction company for shredding confidential paper, please indicate the amount of shredded paper recycled with the white office or mixed paper categories.

If your program collects food and beverage containers (aluminum cans and foil products, steel and tin cans, plastic bottles and containers, and glass bottles and jars) mixed together, report the information on the line for “commingled containers.” On the line corresponding to each individual container type collected in a commingled manner (e.g., glass and aluminum) write “see commingled container line.” Refer to the Recyclable Materials – Definitions list in Section 7 of this handbook for a description of each material type.

Under yard waste (also referred to as yard trim), circle the type of yard waste (i.e., grass clippings, brush, leaves, other trimmings) your business recycles. *Remember, yard waste is one of the required materials to be recycled if it is generated on your site.* Regardless of whether your business, your property manager/owner or a privately contracted landscaper actually does the grasscycling, composting or hauling to a compost facility, *you need to fill in information on how the yard waste is being recycled.*

Please add any other material that your business recycles that is not required for recycling under Executive Regulation 15-04AM. Please add a separate page if needed.

## **SECOND COLUMN:**

### **Number and Size of Collection Containers and Number of Pick-Ups per Month:**

Provide the total number of central collection containers for each material, including hampers, boxes, bins, totes, dumpsters, compactor/roll-off(s), and roll-off(s), a size description for the centralized containers, and the number of times each month those containers are collected. Example: “Five (5) 30-cubic-yard roll-off containers x three times per month,” written in the column next to mixed paper means that your business has five 30-cubic-yard containers in which mixed paper is centrally collected, and these containers are emptied by the recycling company three times a month. You may need to verify container size and collection schedule with the company providing collection service, which may include the custodial company, recycling company, or your property manager.

Report the number of desk-side containers used by employees only if your business does not have any other central collection container(s) at your location. (This would apply to a business whose property manager or custodian collects recyclables from each office or station and consolidates material with other businesses or tenants.)

### **THIRD COLUMN:**

#### **Name and Phone Number of Company Hauling/Handling Materials:**

Provide the complete name and phone number (with area code) of the licensed hauler or collector responsible for hauling each material to a facility for recycling. If your business self-hauls a material to a recycling center, indicate “Self” in the space provided and document the complete name of the facility and phone number (with area code) receiving the material. If your business sends recyclable materials back to a central warehouse, please write “back-haul” and write the address and telephone number of that location receiving your recyclables. Under the category Solid Waste for Disposal, indicate the complete name and phone number (with area code) of the licensed hauler or collector responsible for disposing of your business’ trash.

### **FOURTH COLUMN:**

#### **Waste Reduction Program:**

The regulation requires your business to recycle and reduce the amount of waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 70 percent annually, by volume or weight. Therefore, it is important to report any waste reduction efforts that your business has undertaken. List the material(s) for which your business has implemented a waste reduction program, and on a separate page, provide detail on how the technique works and its results. Include how your business educated its employees about the waste reduction program.

### **FIFTH COLUMN:**

#### **Check Box if Exemption Request Form is Required:**

If your business cannot recycle any of the required categories of materials, put a check mark in the box(es) corresponding to the material(s) in order to obtain an Exemption Request Form. Upon receipt of your request, DSWS will provide you with the standard Exemption Request Form for submission to DSWS, and then will schedule a site visit. Exemption requests will be judged on the following criteria: (1) recycling the material poses an extreme financial hardship due to the increased cost of recycling in relation to what it costs to dispose of that material; (2) unavailability of on-site or proximate off-site location to prepare and store material(s) for recycling; (3) unavailability of markets for the specified material.

***NOTE: For any of the required materials you do not generate, write “DO NOT GENERATE” in the space for those materials.***

#### ***Montgomery County SORRT Program***

*Do not leave any space blank without giving an explanation. This avoids potential delays in the approval of your Annual Report, or the need for additional discussion between you and the County.*

**Voluntary Materials for Recycling, Reuse or Source Reduction:**

List any other materials your business recycles, reuses or reduces through a waste reduction program, such as: computer equipment, toner cartridges, wood pallets, etc.

**BOTTOM ROW:**

**Solid Waste for Disposal Only:**

Provide the quantity of solid waste that was disposed during the calendar year for which you are filing this report. Your collector may be able to provide this information. Identify the total number and size of container(s) used to store solid waste for disposal (trash), the number of pick-ups per month, and the name of the hauler or collector that transports your business' solid waste to a facility for disposal. For example, 1-twenty cubic yard compactor x 4 times a month. If you leave this information blank, your annual report will be considered incomplete and DSWS will contact you in writing or by telephone to determine this information.

**Signature Lines:**

The person preparing the Annual Report must sign the form and print his/her name and the company name. In addition, a corporate officer responsible for overseeing compliance with the regulations must also sign the form and print her/his name. Annual reports will not be accepted without both signatures.

**ITEMS ON PAGE 3:**

**Required Information:**

Provide information about the progress in waste reduction and reuse efforts undertaken, as well as a description of the property management's or business' efforts to educate tenants and/or employees about its recycling program. Also provide information about procurement and buying practices that your business has instituted for buying recycled-content products.

**Copies of Annual Report:**

Please make copies of the blank form for you to file this report. An on-line version of the annual report can be found on the SORRT (Smart Organizations Reduce and Recycle Tons) website at [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling). You may also call DSWS at 3-1-1 or (240) 777-0311 to receive a copy in the mail.

# ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT

Refer to the Montgomery County Business Recycling Regulation Handbook for guidance on recycling and completing this Report.  
Send completed Report to: Division of Solid Waste Services, Attn: SORRT, 101 Monroe Street, 6th Floor, Rockville, MD 20850

## Business filing this Annual Report, provide:

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

## What is your relationship to the business(es) for whom this Annual Report is being filed?

(Check the box that corresponds to appropriate description.)

- I'm filing for my business at the above address only.
- I'm a **Property Manager** filing for one or more tenant(s) leasing property at a single site.  
*If address of the building occupied by your tenant(s) is different from the address provided above, provide address of building occupied by your tenant(s) covered by this Report: \_\_\_\_\_*
- Business **Headquarters** filing for multiple business locations in the County.  
*Provide the address of each location that is covered under this report.*
- I'm a **Collector** filing for my customer. (NOTE: One Annual Report per customer)  
*Provide the business name, address, contact name and phone number of the customer whom this report covers.*
- Other. Explain relationship: \_\_\_\_\_

## LIST BUSINESS(ES) COVERED BY THIS ANNUAL REPORT, IF APPLICABLE.

BUSINESS NAME & ON-SITE CONTACT PERSON	PHONE NUMBER and ADDRESS	EMPLOYEE NUMBER	SQUARE FEET
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach a separate page for additional business(es).)

If Government Agency, check applicable: County  State  Federal  Other \_\_\_\_\_

**Total number of employees covered by this Report:** \_\_\_\_\_ (Employee means person working 20 or more hours per week for more than 6 months in a calendar year.)

**Total square feet of building space covered by this Report:** \_\_\_\_\_ **Square Feet**

**Total acreage of green area (landscaped and grassy area) covered by this Report, if applicable:** \_\_\_\_\_ **Acres**

### FOR DSWS USE ONLY – DO NOT WRITE BELOW THIS LINE

**DIVISION OF SOLID WASTE SERVICES APPROVAL BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EXEMPTION STATUS:** \_\_\_\_\_

**CURRENT RECYCLING RATE:** \_\_\_\_\_

**PREVIOUS RECYCLING RATES:** \_\_\_\_\_

**VOLUNTARY RATE:** \_\_\_\_\_

## Montgomery County SORRT Program

**ANNUAL REPORT FOR PREVIOUS CALENDAR YEAR** \_\_\_\_\_ **PROVIDE YEAR:** \_\_\_\_\_

MATERIAL (Circle type where applicable)	QUANTITY COLLECTED IN PREVIOUS CALENDAR YEAR –Report in Pounds/Yr. (Refer to Volume-Weight Conversion Chart in your Handbook if needed)	Number and Size of central collection containers* and number of pick-ups per month, if different from previous submission	Name and Phone Number of company hauling/handling materials	WASTE REDUCTION PROGRAM (Check if applicable & attach separate page to describe)	Check Box if Exemption Request Form is required **
<b>REQUIRED MATERIALS FOR RECYCLING, REUSE, OR BEING SOURCE REDUCED</b>					
MIXED PAPER:	Pounds/Yr.				<input type="checkbox"/>
WHITE OFFICE PAPER	Pounds/Yr.				<input type="checkbox"/>
CORRUGATED CARDBOARD	Pounds/Yr.				<input type="checkbox"/>
NEWSPAPER	Pounds/Yr.				<input type="checkbox"/>
COMMINGLED MATERIALS	Pounds/Yr.				<input type="checkbox"/>
ALUMINUM CANS	Pounds/Yr.				<input type="checkbox"/>
STEEL/TIN CANS	Pounds/Yr.				<input type="checkbox"/>
PLASTIC BOTTLES AND CONTAINERS	Pounds/Yr.				<input type="checkbox"/>
GLASS BOTTLES & JARS	Pounds/Yr.				<input type="checkbox"/>
YARD TRIM Leaves Grass Brush	Pounds/Yr.				<input type="checkbox"/>
CHRISTMAS TREES	Pounds/Yr.				<input type="checkbox"/>
SCRAP METAL	Pounds/Yr.				<input type="checkbox"/>
<b>VOLUNTARY MATERIALS FOR RECYCLING, REUSE OR SOURCE REDUCTION (Attach list of other materials as needed)</b>					
MATERIAL:					N/A
MATERIAL:					N/A
<b>SOLID WASTE FOR DISPOSAL ONLY — BELOW THIS LINE</b>					
SOLID WASTE FOR DISPOSAL (Trash)	Pounds/Yr.				N/A

\* List Container Types.

\*\* DSWS will contact you to schedule a site inspection and provide you an Exemption Request Form.

Signature of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_ Print Name of Signatory and Company Name \_\_\_\_\_

I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with applicable County Recycling Regulation 15-04AM, which requires recycling and reporting by my business, and confirm that the above program will be implemented in accordance with the applicable schedule.

Signature of Responsible Corporate Officer \_\_\_\_\_ Date \_\_\_\_\_ Print Name of Signatory \_\_\_\_\_

