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**If you have any questions or would like additional assistance, contact the County's Business Recycling Program Manager, at 3-1-1 or (240) 777-0311 during normal business hours.**

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

101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ 3-1-1 or (240) 777-0311 ■ [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)



**Montgomery County Division of Solid Waste Services**  
**Waste Reduction and Recycling Section**  
**SORRT (Smart Organizations Reduce and Recycle Tons) Program**

**101 Monroe Street, 6th Floor**

**Rockville, Maryland 20850**

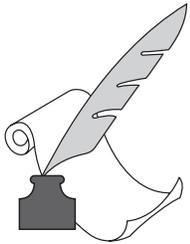
**Phone: 3-1-1 or (240) 777-0311; Fax: (240) 777-6465; TTY: (301) 251-4850**

**Website: [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)**

**This information is available in an alternate format  
by calling (240) 777-6486.**

# Introduction

**B**ecause Montgomery County has a strong commitment to preserving natural resources and protecting the environment, the County has established a goal to reduce waste and recycle 70 percent of all waste generated in the County by 2020.



To help achieve these goals, Montgomery County enacted Executive Regulation (ER) 109-92AM on March 23, 1993, making business recycling mandatory. The Regulation required County businesses to recycle and report recycling progress to the Montgomery County Division of Solid Waste Services (DSWS). On February 8, 2005, Montgomery County enacted Executive Regulation 15-04AM which supersedes ER 109-92AM. The revision added additional materials that businesses must recycle, clarified roles and responsibilities of all parties, and added collector/hauler requirements as it relates to the generator (business).

This Business Recycling Regulation Handbook has been prepared by DSWS staff to assist County businesses in complying with the regulation. The handbook describes what the law requires your business to do, and how to complete the required forms. In addition, if you are not currently recycling, the Handbook provides guidance and resources for getting started.



If you already have a recycling program in place, we suggest you review Section 1, *Procedures*; Section 3, *Business Recycling and Waste Reduction Plan and Instructions*; and Section 4, *Annual Business Recycling and Waste Reduction Report and Instructions*. These sections will provide the information you need in order to comply with the regulation. Information on waste reduction and buying recycled can be found in Sections 5 and 6, respectively.

If you are not currently recycling, we suggest that you review Section 1 and Section 2, *How To Set Up A Business Recycling Program*, first. Then use the *Recycling Companies* list in Section 7 to begin setting up a program.

Finally, keep this handbook available for future reference. Any program updates, or new pieces of information on recycling, waste reduction, or buying recycled you receive from the County should be filed in this handbook, for easy reference. You may also wish to keep your copy of the regulation in this book, along with copies of your recycling plans and annual reports.



**If you have any questions or would like additional assistance, contact the County's Business Recycling Program, at 311 or (240) 777-0311 during normal business hours.**

## Montgomery County SORRT Program