

Establish a Service Agreement with the Recycling Collection Company

To ensure the long-term success of your recycling program, it is important to establish a contract or service agreement with a recycling collection company. This will identify specific services to be performed and any rebates and revenues to be applied under the agreement and how they will be applied.

As you negotiate service contracts for recycling, carefully review the full range of cost options, as well as the potential to reduce the size and/or number of refuse containers, as you add recycling containers. Recycling can be cost effective if a program is carefully planned and coordinated with your recycling collection company.

Specialized Recycling Services

Your business may also generate large quantities of other materials that could be recycled such as:

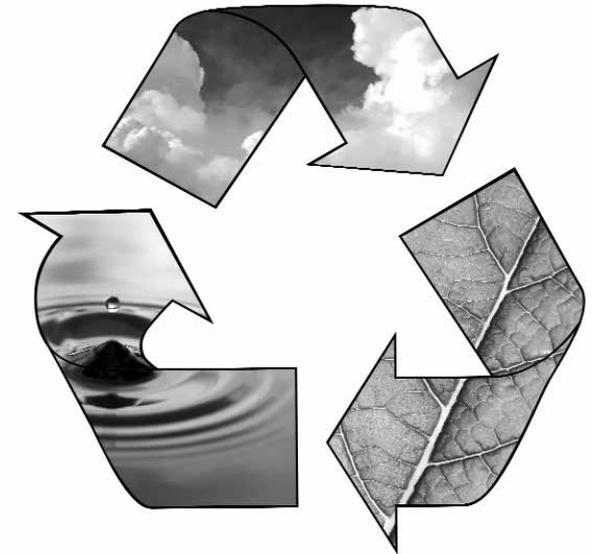
- ♻️ Computers and related electronics
- ♻️ Wood pallets
- ♻️ Toner cartridges
- ♻️ Batteries
- ♻️ Plastic film such as plastic bags and shrink wrap

You can obtain a list of companies that haul, collect, process and/or recycle these materials in the Business Recycling Handbook, which is available online at www.montgomerycountymd.gov/recycling.

Business Recycling. It's the Law!



How to Contract for Recycling Collection Services



For more information, visit:
www.montgomerycountymd.gov/recycling
or call 240-777-6400

This information is available in an alternate format by calling Gabriela Monzon-Reynolds at 240-777-6400.

**Montgomery County, Maryland
Division of Solid Waste Services**
101 Monroe Street, 6th Floor
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Recycling: It's the Law

Montgomery County Executive Regulation ER15-04AM requires all businesses and property owners, managers, employees and recycling and refuse collection companies to recycle. The Montgomery County Division of Solid Waste Services (DSWS) provides on-site technical assistance and education, but the responsibility of engaging a company to collect your recyclables lies with your organization.

Understand the Recycling Needs of your Business

Most organizations in Montgomery County generate materials that are required to be recycled. If your business generates any of the following materials, you will need to arrange recycling collection services for them.

♻️ Mixed Paper or Sorted Paper

White Paper/Office Paper/Colored Paper
Shredded Paper
Corrugated Cardboard/Boxboard
Newspapers/Inserts
Magazines/Catalogs
Telephone Directories/Paperback Books
Unwanted Mail/Envelopes
All Other Clean Dry Paper

♻️ Commingled or Separated Containers

Glass Bottles and Jars
Aluminum Cans and Foil Products
Bi-metal (Steel/Tin) Food and Beverage Cans
Plastic Narrow-Neck Bottles

♻️ Scrap Metal

Ferrous and Non-Ferrous Items

♻️ Yard Trim

Grass, Leaves, Garden Trimmings and Brush

♻️ Christmas Trees

Select a Recycling Collection Company

There are many companies that specialize in recycling services and it is suggested that businesses shop around to find the company that best meets the service needs and pricing for their organization. Many companies offer both recycling and refuse collection services. Container types, collection services and education or support services can vary from one company to the next. To find a listing of recycling collection companies, please consider the following options:

- ♻️ Check your local phone directory;
- ♻️ Research recycling companies in the Business Recycling Regulation Handbook, available through the Montgomery County Division of Solid Waste Services, SORRT (Smart Organizations Reduce and Recycle Tons) Program
- ♻️ Visit www.montgomerycountymd.gov/recycling; email recycle@montgomerycountymd.gov; or call 240-777-6400

Ask the Important Questions

When determining which professional recycling company to select, here are some questions you may want to have answered:

- ♻️ 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 business?
- ♻️ What is the minimum amount of materials required for pickup?
- ♻️ Do you provide “scheduled” or “on call” pickups?
- ♻️ Will you pay for our recyclable materials? If so, what pricing structure will be used, and what is the frequency of payment?

- ♻️ What is the allowable level of contamination?
- ♻️ How will I be notified if the recyclables are too contaminated?
- ♻️ Will you pick up from within our offices or only from a loading dock?
- ♻️ Will you maintain the central recycling collection containers making sure they have proper lids and are properly labeled?
- ♻️ Will you provide recycling containers for inside my business?
- ♻️ Are you willing to sign a long-term (one year or more) contract?
- ♻️ Can you provide monthly tonnage reports on the amount of recyclables collected for each material for County reports? (Note: Ask your recycling service company to report by weight: pounds or tons – not volume.)
- ♻️ Are you licensed in Montgomery County to provide recycling collection services? (Businesses in the County must use a collection company that has a valid license to collect recyclable solid waste in the County.)

