



Montgomery County
 SORRT Program
 Division of Solid Waste Services
 101 Monroe Street, Sixth Floor
 Rockville, MD 20850



To join SORRT or to learn more about business recycling, call Montgomery County's Business Recycling Program at 3-1-1 or 240-777-0311 (if calling from outside Montgomery County) for more information. Check out the SORRT Website at www.montgomerycountymd.gov/recycling.



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 101 Monroe Street, 6th Floor
 Rockville, MD 20850
 Fax: 240-777-6465
 TTY: 301-251-4850



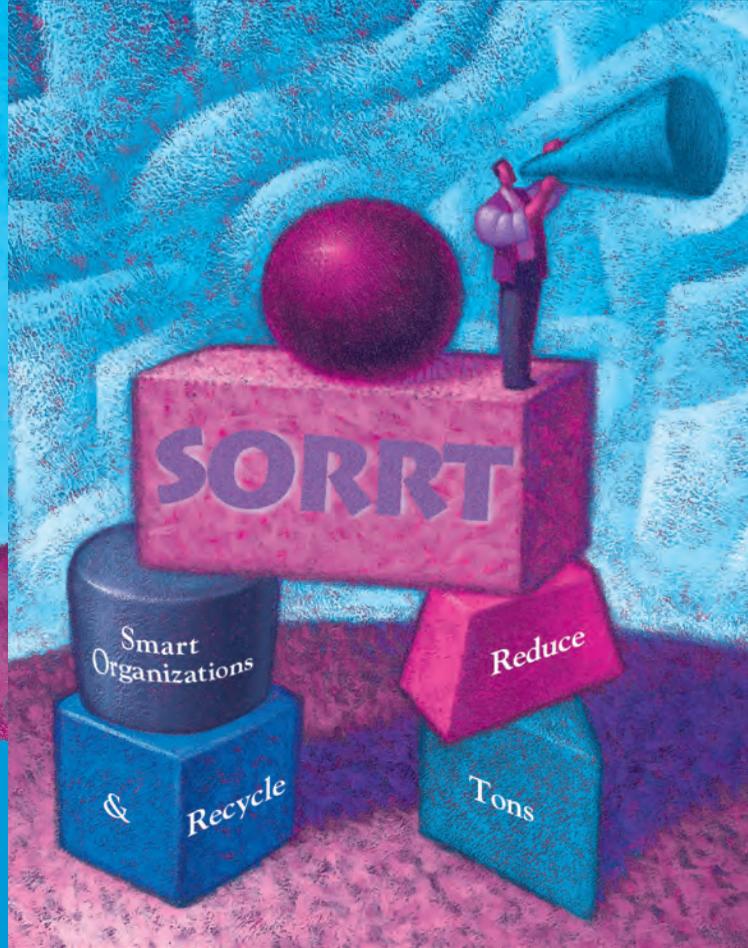
**MAKE IT
 YOUR BUSINESS
 TO RECYCLE.**



**IT'S EASY TO
 SORRT OUT.**

NOW IS THE TIME.

RECYCLE.



IT'S THE LAW.



For further information, complete this form and mail to:

Montgomery County
SORRT Program
Division of Solid Waste Services
101 Monroe Street, 6th Floor
Rockville, MD 20850

Please send me the following: (check one or more)

- How to start a recycling program (including lists of reference materials)
- How to recycle or reuse additional materials (including lists of private recyclers, scrap dealers, drop-off centers, and charitable organizations)
- Buying recycled products (including information on finding companies that sell recycled products)
- Guide to waste reduction
- Executive Regulation 15-04AM

Send to:

Name

Company Name

Street Address

City

State

Zip (required)

Phone Number

Email

Website

TO DO THE RIGHT THING.

Did you know recycling 1 glass jar saves enough energy to run a 100-watt light bulb for 4 hours? Did you know that 17 trees and 7,000 gallons of water are wasted every time a ton of paper is thrown away? Did you know that recycling 1 aluminum can saves enough energy to power a television for 3 hours?

By recycling and reducing waste, your company will help preserve the environment and reduce your business' long-term costs. Each time your organization recycles, it saves both virgin raw materials and energy. Recycling and reducing waste is easy to do and is required under Montgomery County's solid waste laws.

On February 8, 2005, Montgomery County enacted Executive Regulation (ER) 15-04AM requiring all businesses to recycle. This regulation, which supersedes ER109-92AM, was passed to address lessons learned over the previous years, and improves and clarifies recycling requirements and responsibilities for all parties responsible under the County's requirements. In addition, commercial recycling efforts will help the County reach its current goal of recycling 70 percent of its solid waste.

IT'S THE LAW

ER15-04AM, developed by Montgomery County's Division of Solid Waste Services (DSWS), is the result of collaboration with various stakeholders, including the County Executive Task Force on Recycling, Solid Waste Advisory Committee, Facilities Implementation Group, licensed collectors, businesses, property managers, and others.



Businesses must be more aggressive in their recycling efforts. Increased recycling will stimulate the growth and development of recycling facilities and markets in this region, making recycling services readily available in the long-term.

REGULATION REQUIREMENTS

Montgomery County businesses are required to submit a Business Recycling and Waste Reduction Plan to the County when programs are newly implemented, in accordance with ER15-04AM. The Plan must be completed using the best available information, in order to provide the County with a clear picture of how your business is, or will be, recycling.

Annual Report Requirements

The County's regulation also requires businesses to file an annual report based on business size, which is determined by the number of employees.

Annual Report Requirements	
Business Size (No. of employees)	Annual Report Due Date
250 or more on-site employees	February 1
100 to 249 on-site employees	March 1
Fewer than 100 on-site employees	Within 60 days of request from DSWS, thereafter, due annually by March 1
Property managers/owners filing for multi-tenant facilities	March 1

Required Materials:

Businesses are required to recycle the following materials:



Mixed or sorted paper

(white paper, colored paper, corrugated cardboard, boxboard, newspapers, inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and all other clean, dry paper).



Commingled containers which may also be separated

(aluminum cans and foil products, bi-metal steel/tin cans, glass bottles and jars, and plastics including bottles, tubs, flower pots, buckets, lids, caps, and clamshell containers).



Scrap metal items

(non-ferrous and ferrous).



Yard trim and Christmas trees

(grass, leaves, garden trimmings, and brush).

Your business may also generate a large quantity of other materials that could be voluntarily recycled, such as toner cartridges, computers, or plastic shrink wrap. Recycling all of the materials that your business generates may reduce your waste collection and disposal costs.



NEED HELP? LET US SORRT IT OUT

SORRT stands for Smart Organizations Reduce and Recycle Tons. Reduce, Reuse and Recycle are the three “R’s” of responsible solid waste management. Businesses and organizations throughout Montgomery County have joined SORRT to benefit from the following services:

- Technical assistance and consultation.
- Business recycling handbooks, videos, and promotional materials.
- Seminars and workshops tailored to suit your business’ needs.
- Information on waste reduction, buying recycled products, recycling companies, and reuse opportunities.
- Information on rules, regulations, and compliance.
- Special event booths, displays, and demonstrations.
- Newsletters.

SORRT will also provide your company with guidance concerning what types of materials qualify for recycling, and the names and addresses of recycling collectors, suppliers, and consultants. You may also talk with other businesses similar to yours to find out how they set up their programs.

Recycling is a smart business move, and simply the right thing to do. So let’s SORRT it out, together!

THINK, PLAN, AND REDUCE WASTE

There are several ways to encourage waste reduction in the workplace.

- Emphasize the importance of waste reduction.
- Use a “Just in Time” system: reorder business supplies as needed, rather than maintaining excess inventory.
- Initiate a “First-in, First-out” policy: organize your inventory so that supplies that were purchased first are used first.
- Establish inventory control.
- Date-stamp incoming materials.
- Use electronic mail instead of printed memos.
- Employ double-sided copying.



OVERALL BENEFITS OF RECYCLING

Did you know that incinerating 10,000 tons of waste creates 1 job, while land filling the same amount creates 6 jobs and recycling the same 10,000 tons creates 36 jobs? Here are a few economic and environmental benefits associated with recycling:

- **Economic Benefits:**
 - Creates jobs.
 - Encourages new technologies.
 - Adds value to natural resources.
 - Increases availability of new commodities.



- **Environmental Benefits:**

- Reduces air pollution.
- Reduces water pollution.
- Saves energy.
- Saves water.
- Reduces use of natural resources.
- Reduces the need for other means of disposal.



WHY BUY RECYCLED?

To keep recycling in demand, businesses need to go beyond simply recycling materials and begin purchasing products made from recycled material. When we buy products made from recycled content, we create an economic demand for recyclable materials to be collected, manufactured, and marketed as new products. This is called “closing the loop.” Your business can help create a strong market for recycled products by buying recycled goods.

- **Buying Recycled Products:**

- Stimulates demand for recycling.
- Lowers cost of recycled materials.
- Enhances an organization’s image.



BUSINESS BENEFITS OF RECYCLING

It is estimated that U.S. businesses use more than 20 million printers, copiers, and fax machines. By remanufacturing the toner cartridges, businesses could save \$1.5 billion annually and contribute to community-supported recycling efforts in the meantime.

- **Potential Benefits to your Business as a Result of Recycling Efforts:**

- Reduced waste disposal fees.
- Generating possible revenue from recyclable materials.
- Enhanced corporate image.





SEVEN EASY STEPS TO GET STARTED

Below is a quick overview of how to get started. For your copy of the Business Recycling Regulation Handbook, simply call SORRT at 3-1-1 or 240-777-0311 (if calling from outside Montgomery County). We'll be happy to meet with you to talk about how to set up a program specifically designed for your business.

It is our experience, regardless of business type, that there are seven uniform steps to successful business recycling:

STEP 1: ENLIST THE SUPPORT OF TOP MANAGEMENT



Recycling can happen for very little time and money. Most executives readily acknowledge the advantages of recycling and are very supportive of these programs.

Your company benefits in a variety of ways. The cost of supplies and materials is reduced, as well as the cost of waste collection and disposal. Your company's image improves, as does your employees' pride in their workplace. Last, but not least, your company makes a positive and noticeable impact by improving the environment.

STEP 2: SELECT A RECYCLING COORDINATOR

Leadership and enthusiasm are key to having a successful recycling program. Many companies choose to designate a recycling coordinator — someone who is upbeat, organized, and communicates well.



This individual may be responsible for selecting a recycling collection company, organizing the collection system, encouraging employee involvement, tracking the progress of the program, and keeping necessary files, including contracts and weight receipts.

In addition to the coordinator, you may want to have program monitors on each floor or in each department. Monitors should make sure recycling containers are free of trash, notify the coordinator of overflows, and encourage fellow employees to participate.

STEP 3: DETERMINE WHAT CAN BE RECYCLED



Look around your workplace and identify the types of materials that are generated. Remember, mixed paper, commingled containers, scrap metal, yard trim, and Christmas trees must be recycled. In addition, your business may generate other recyclable materials such as computer equipment and pallets. Remember, the more you recycle, the more you reduce your waste collection costs. You may even generate some revenue by selling recyclables to a recycling center or scrap yard if you transport them to the facilities yourself.

STEP 4: CHOOSE A COLLECTION COMPANY

Select a collection service (also referred to as a hauler) that will either pick up your recyclables or accept materials you transport to their facility.

There are several different types of companies to suit your needs. Waste paper dealers take large quantities of office paper and corrugated boxes.

Waste collection companies pick up many types of recyclables and take these to a private processing facility. Specialty recycling firms, several of which operate on a non-profit basis, will collect smaller quantities. Scrap dealers usually offer collections for a wider range of materials.

It is important to shop around and ask questions. Some companies will pick up recyclables free of charge. Some may require a minimum quantity for pick up. Some may pay you for the recyclables, while others may charge a pick-up fee.

When you are ready to negotiate for recycling services, it is wise to call a few collection service companies to compare prices for the services that best meet your business' recycling needs.

Here are a few questions to ask potential collection companies:

1. Will one of your representatives visit my business to conduct a waste audit?
2. What types of materials do you collect (mixed paper, cardboard, commingled containers or other materials, etc.)?
3. What is the minimum amount required for a collection?
4. Do you provide "scheduled" or "on-call" collections?

STEP 5: LOCATE A COLLECTION AND STORAGE AREA

The key to a successful recycling program is **CONVENIENCE!!** Convenience encourages greater employee participation. Remember, sometimes less is more. The less sorting, walking, and decision-making your employees need to devote to recycling, the better.

Here are a few other ways to ensure your program's success:

- Designate and clearly label recycling containers.
- Recycling containers must be placed in every area where trash containers are located.
- Place recycling containers in areas that are easily accessible (even near vending machines).





- Use desk-top or desk-side bins for office use and small bins under register counters. Converted trash cans work well and save money.
- If your company sells food or beverages in recyclable containers for on-site consumption, a recycling bin must be provided for customers to use.
- Make sure outdoor collection areas are accessible to all participants.
- Property managers and independent contract holders should place recycling collection containers in multiple locations so tenants do not need to transport their recyclables far away from their office or store.

Consult your landscaper or groundskeeper to make sure your business' yard trim is disposed of properly. Grasscycling is the best option. Leaving grass clippings on the ground is an inexpensive way to return vital nutrients to the soil. Otherwise, the grass clippings must be removed for recycling.

You will need to designate a storage area for your recyclables and ensure that recyclables are accessible for your collector on your pre-arranged pick-up day. Most recycling service companies will pick up your materials on a pre-arranged schedule. Make sure you meet all fire codes. Property owners are required to provide recycling collection service and storage space for recyclable materials for their tenants.

STEP 6: PROMOTE YOUR PROGRAM

Employees need motivation to make the extra effort to recycle. Develop a positive, upbeat publicity campaign to keep up the enthusiasm and teach employees what to do. Highlight your program with informative posters and signs. Use graphics to identify your recycling containers. Develop obtainable recycling goals and incentives.

Reward your employees with positive feedback. Tell them how the program is going — how much material was recycled, the dollars saved, and the environmental benefits of their efforts. Reward the floors or departments that recycle the best with a free lunch or another incentive.

STEP 7: MONITOR YOUR PROGRAM

Periodically review your program so adjustments may be made quickly and smoothly. Ask employees, department heads, and custodians for their input. Also, talk with your recycling collection company about the quality of the recyclables collected from your business/property.





CONTACT INFORMATION

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This information is available in an alternate format by calling Gabriela Monzon-Reynolds at 240-777-6486.

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