

Frequently Asked Questions

Q Is a small business with less than 100 employees required to file a report?

Only upon request. The Division requires all *medium* and *large* businesses and *property owners* of multi-tenant facilities to file recycling and waste reduction reports annually. However, if your small business receives a written request to file an Annual Report, you are required to do so.

Q My office is in a multi-tenant building, and I do not have the contract for recycling collection services. Am I still required to file?

No. Property owners of multi-tenant facilities are required to file Annual Reports covering facilities in their entirety, including information for all tenants.

Q Will the County visit my business to verify the report?

Yes. Division staff will field-verify all Annual Reports submitted to the County to confirm information provided.

Q Have businesses been cited for not filing a report?

Yes. Several businesses were issued written Notices of Violation (NOV's) for not filing within the deadlines. In a few instances, citations were issued, and fines levied.

Q Who can I call to get the information required on the report?

Businesses should contact their recycling and waste collection service companies and request monthly tonnages. If tonnages are not available, you should request that the company provide the size and number of containers and the approximate amount in them per the collection contract. You may need to estimate the quantity based on container size. The County will calculate a recycling percentage from these data.

Q I self-haul my materials to a recycling facility. How do I report this?

Businesses that self-haul recyclable materials to a recycling facility are required to obtain scale house tickets or other documentation as proof of the quantity recycled.

It's Time

to submit your Annual Recycling Report.



How is this mandated?

Montgomery County Executive Regulation (ER) 15-04AM requires County businesses and organizations to set up recycling programs and report their recycling progress to the Montgomery County Division of Solid Waste Services (DSWS) on a yearly basis. Failure to comply with the recycling regulation is subject to fines of at least \$100, and up to \$150 per day that the violation persists.

Why is this important?

The Annual Report provides the County with statistical data on how much and what kinds of materials businesses recycle in each calendar year, while documenting 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. Data generated will be used to improve future County recycling programs.

How does our business comply?

Business owners or property managers must complete the reporting form, sign it, and mail it to the DSWS by the deadline indicated. Electronic filing is also available through the SORRT website at www.montgomerycountymd.gov/recycling.

How can I get assistance with filing this report?

Help is available by phone, in person, by email, or through the County website. Complete contact information is provided on the back of this brochure.

What happens after my business files?

After receiving your report, the County will field-verify the information. If all the information is correct, the County will calculate and send you a recycling rate to help you monitor your business' recycling progress.

Still Have Questions?

We're here to help. Contact us.

Montgomery County, Maryland Division of Solid Waste Services

SORRT Program
(*Smart Organizations Reduce and Recycle Tons*)

Contact: Gabriela Monzon-Reynolds

101 Monroe Street, 6th floor

Rockville, MD 20850

Phone number: 3-1-1 (out-of-County: 240-7770311)

TTY: 301-251-4850

Fax: 240-777-6465

www.montgomerycountymd.gov/recycling



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

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Printed on Recycled and Recyclable Paper

Business Recycling and Waste Reduction Program

Remember to file!

It's the Law

Guide to Completing Your Annual Recycling Report



Step-by-Step Guidance for Filing Annual Recycling Reports

The following instructions provide a detailed explanation of what is required in each section of the Annual Report and filing options for businesses. It is important to fully understand the filing and reporting systems to sufficiently complete all applicable sections and provide the most accurate information.

STEP 1: GATHER YOUR RECORDS

Completing your Annual Report will be easier with the following information about your solid waste and recyclable materials and your business or tenants previously recorded and ready to reference.

What wastes did you generate and collect?

Generated waste can include pounds per year of materials recycled or discarded, number and size of central outdoor collection containers, number of pick-ups per month, and collector's name and phone number. The County recommends tracking these data monthly and totaling it when you are preparing your Annual Report. Ask your collection company to provide monthly tonnage reports (or weight receipts) along with its invoice for services. If your collection company (or companies) cannot provide this information, you may need to estimate the quantity based on container size. *(Note: All waste generation and collection information may be obtained from your recycling/solid waste collector or your property manager, if applicable.)*

Where did these materials come from?

You must include your business' name and address while filling out your Annual Report. If you are filing as a headquarters for multiple locations, include the address of each location covered in the report. For property owners/managers filing for multi-tenant facilities, include the name, suite number, and number of employees for each tenant in their facility. On-site contact names and square footage is also required for multi-tenant facilities.

Who will sign the report?

The Annual Report needs to be signed by the person completing the report and your Corporate Officer who is responsible for the accuracy of this Report and compliance with ER15-04AM. *(Note: Some collection companies will complete the report for your business as part of your service contract. In this case it is STILL your responsibility to ensure the report is filed by the prescribed deadline.)*

STEP 2: COMPLETE THE REPORT

Annual recycling reports may be filed online by visiting our website or by submitting a paper form provided by the County. The report consists of three sections: section one will feature your business' information; section two will ask you to list the amounts of waste and recyclables generated at your business during the filing period; and section three will require you to provide a description of your waste reduction and reuse efforts, as well as your efforts to educate tenants and/or employees. If you choose to fill out a paper form, be sure to provide answers for all of the questions in the Annual Report in a clear and legible manner.

Section 1

These subsections ask for business contact information, number of employees, and facility size and composition.

Business Information. Provide all identifying information linked to your business, including business name, mailing address, and phone number. Provide the name of the staff person who is responsible for the recycling program and who can answer questions by the County as needed. You will also need to describe your relationship to the business for which you are filing for.

- When submitting a paper form, be sure to check the box that shows your relationship to the business stated above. If you are filing on behalf of another business, provide their name, point of contact, phone number, address, square footage, and employee number. You may attach a separate sheet if you need more room to list additional businesses.
- If you are submitting your report online, the system will give you the opportunity to describe your relationship to the business you are filing for through a series of prompts. You will also need to provide the name of the business, point of contact, phone number, address, square footage, and employee number if you are filing on behalf of another business.

- Government agencies should check the relevant level of government or write in the type of authority under which you operate.

Employee Number/Facility Square Footage/Total Green Acreage. Provide the total number of employees (working for at least 6 months and 20 or more hours per week), total square footage of the facility, and acreage of the total green area.

Section 2

These subsections document the amounts and types of waste recycled during the filing period.

Annual Report for Previous Calendar Year. Provide detail on how much your business has recycled and/or reduced materials in the previous calendar year. If filing on paper, be sure to indicate the year for which this Annual Report is being filed at the top of the second page.

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 you have a mixed paper recycling program, you may submit your information under the mixed paper category. You do not need to disaggregate the mixed paper amount into its individual constituents. If your business separates white paper, corrugated cardboard boxes, and newspaper, then report this information separately.

If quantities are not provided in pounds, please refer to the conversion table in the Business Recycling Regulation Handbook. Call the Division of Solid Waste Services (DSWS) if you need a copy.

- If your program collects food and beverage containers mixed together, report the information under the "commingled containers" category. Refer to the Recyclable Materials Definitions List on the County website for a description of each material type. Please note that according to ER15-04AM, you will need to report mixed paper and commingled amounts separately.
- Yard trim includes grass clippings, brush, and leaves generated at your business. 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 must fill in information on how yard trim is recycled.

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, compactors, and roll-offs), a size description for the centralized containers, and the number of times each month those containers are collected. *(Note: 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.

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.

List all Other Materials Being Recycled, Reused, or Source Reduced. List any other materials your business recycles, reuses, or reduces through a source reduction program that is not already listed in the Annual Report. Other materials that can be listed under this section include: pallets, toner cartridges, food waste for composting, and cooking oil.

Solid Waste for Disposal Only. Identify the amount, 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 collector that transports your business' solid waste to a facility for disposal.

Signature Lines. The Annual Report must be signed by a corporate officer responsible for compliance with the regulations.

Section 3

ER15-04AM requires all businesses to provide a description of their waste reduction and reuse efforts, as well as their efforts to educate tenants and/or employees about their recycling programs.

Waste Reduction Program. Regulations require that your business report waste reduction efforts. Examples of waste reduction efforts include: printing on both sides of paper, providing reusable mugs for employees instead of disposable cups, posting centralized memos, etc. These descriptions of waste reduction efforts will assist the County in evaluating the needs and successes of businesses seeking to reduce the amount of waste they generate.

Educational Efforts. Educating your tenants and/or employees is a key part of your recycling efforts. This subsection will ask you to describe your efforts to educate tenants and/or employees about the recycling program in place. Examples include: including information on recycling procedures in your newsletter, sending periodic email reminders, conducting training workshops, etc.

FILING DEADLINES

- Large businesses must file by February 1.
- Medium to small businesses and property owners of multi-tenant facilities must file by March 1.

OPTIONS FOR FILING YOUR ANNUAL RECYCLING REPORT

- **Online** filing will help you and the County to reduce paper use and waste.
 - Visit www.montgomerycountymd.gov/recycling.
 - Click [File Annual Recycling Report online](#).
 - Follow the instructions for registration, or sign in to get started.
- **Mail** the completed report form to:
Division of Solid Waste Services
ATTN: SORRT
101 Monroe Street, 6th Floor
Rockville, Maryland 20850
- **Fax** the completed report form to the Division of Solid Waste Services at: 240-777-6465.