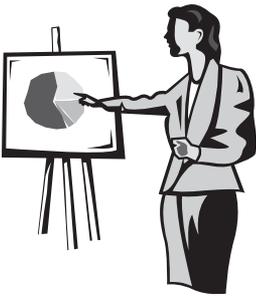


Business Recycling It's the Law



Business Recycling Guidebook



Overview

All Montgomery County businesses are required by law to recycle. This guidebook will provide you with the information you need to develop a successful recycling program at your place of work. Topics to be covered include:

- Recycling and the Law
- Waste reduction tips
- Tips on contracting with a recycling collection company
- Advice on filing your Annual Recycling and Waste Reduction Report
- An in-depth look at the recycling process
- Importance of buying recycled products
- Services available to businesses



Recycling...“It’s the Law”

Businesses in Montgomery County, Maryland have been required to recycle since 1993, when the County enacted Executive Regulation (ER) 109-92AM. In a continuing effort to increase recycling, the County modified the existing



requirements and on February 8, 2005, passed ER15-04AM, which is effective immediately and supersedes ER109-92AM.

This regulation affects all businesses and property owners, managers, employees, and recycling and refuse collection companies. Additional materials must now be recycled by businesses, and additional reporting and program requirements have been implemented.

There are more than 35,000 businesses operating in Montgomery County including non-profit organizations, public and private schools, Federal, State, and local government facilities, and home-based businesses. These businesses generate approximately half of all the solid waste generated in the County.

We need **all** businesses to do their part in helping the County reach its goal of recycling 70 percent of all waste generated.

Businesses and employees are required to recycle the following materials:

Mixed or Sorted Paper

-  White Paper/Office Paper/Colored Paper
-  Corrugated Cardboard/Boxboard
-  Newspapers/Inserts
-  Magazines/Catalogs
-  Phone Directories/Paperback Books
-  Unwanted Mail/Envelopes
-  Shredded Paper
-  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
- 

Scrap Metal

-  Ferrous and Non-Ferrous Metals

Yard Trim

-  Grass, Leaves, Garden Trimmings, and Brush

Christmas Trees



Your business may also generate large quantities of other materials that could be recycled. Some examples are:

-  **Computers and related electronics**

-  **Wood Pallets**

-  **Toner Cartridges**

-  **Plastic film, such as plastic bags and shrink wrap**

Recycling material that your business generates can reduce overall waste collection and disposal costs incurred by your organization.

Contracting for Recycling Services

The County does not provide recycling or waste collection services to businesses.

While the Division of Solid Waste Services (DSWS) provides on-site technical assistance and education, it is the



responsibility of the business to identify and select a company that meets their specific needs. There are several types of

companies who specialize in this sort of service. In order to obtain the most efficient service, it is suggested that businesses independently contact a variety of recycling companies to determine which type of service is best for them. To find a listing of recycling collection companies, check:

- Local telephone directories
- Montgomery County, DSWS ***Business Recycling Regulation Handbook***
- Visit our website:
www.montgomerycountymd.gov/recycling

Questions to Ask When Contracting

Because of the wide variety of services offered by various recycling collection companies, some questions that may be helpful to determine which company would best suit your business' needs are:

- What types of recyclable materials do you collect?
- What is the minimum amount of recyclable materials required for a pick-up?
- Do you provide "scheduled" or "on-call" pick-ups?

- What other recyclables will you pick up?
- Will you pay for our paper or other recyclables? If so, what pricing structure will be used, and what is the payment schedule?
- What is the allowable level of contamination?
- Will you pick up from within our business or only from a loading dock?
- Are you willing to sign a long-term (one year or more) contract?
- Can you provide monthly tonnage reports on the amount (in weight) of recyclables collected for each material for County reports? Note: Reports must provide tonnage data for each individual material, except for mixed paper or commingled materials (plastic, glass, and metal), which may be reported together. Ask them to report weight (in pounds or tons) rather than volume.
- What services can you provide in helping us set up a recycling program?

Property Management Requirement

ER15-04AM requires that property owners provide recycling collection services and storage space for recyclable materials for their tenants. If you work in a multi-tenant building, office park, or shopping center, contact your property manager to find out what recycling collection services are provided for your business.

Annual Recycling and Waste Reduction Report



In addition to recycling, certain businesses are required to file an Annual Recycling and Waste Reduction Report with the DSWS.

- The purpose of the Annual Report is to measure the recycling activities of your individual business and to aid Montgomery County in determining where it should focus its outreach efforts. In addition, businesses may use this report to track their individual recycling progress over a period of time.
- The report entails completing a simple form that requires basic contact information, a description of the types and quantities of items that are recycled, and those that are disposed of as trash.
- The report also includes a section on reporting educational activities and waste reduction and buying recycled efforts.
- **Who must file?** The following businesses must file an Annual Report:
 - Large Businesses (250 or more on-site employees) annually by February 1st
 - Medium Businesses (100 to 249 on-site employees) annually by March 1st
 - Small Businesses (fewer than 100 employees) initial report due 60 days from receipt of a written request from the DSWS; thereafter, annually by March 1st
 - Property owners of multi-tenant facilities annually by March 1st

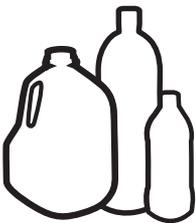
■ Businesses may file their Annual Reports by mail, fax, or online at our website www.montgomerycountymd.gov/recycling. For more information call the DSWS at **3-1-1** or 240-777-0311 (if calling from outside Montgomery County).

The Life Cycle of Recyclables

Many businesses ask questions about what happens to recyclables after they are put into a recycling bin in the workplace.

Generally, your materials are collected by either your staff or a janitorial firm and placed into centralized collection containers. A recycling collection company will remove the materials from the central collection containers and take them to a recycling facility known as a MRF, or Materials Recovery Facility. At this location, the materials are separated by type and packaged for shipping. These materials are then transported to a recycling processor where they are further processed for the re-manufacturing process.

Let's take a look at the life of plastics, for example, plastic bottles. Plastic bottles, including



soda and water bottles, milk jugs, and other plastic containers are usually mixed together with glass bottles and jars, aluminum cans and steel/tin cans in commingled

materials recycling program. After the recycling collection company picks up the commingled containers from your office or building, they are transported to a MRF where they are sorted by type, either mechanically or by hand, and prepared for transport to a recycling processor.

Typically, all plastic bottles are sorted and baled by the type of plastic. In some cases, all of the plastic bottles remain mixed and are baled together before they are transported to a recycling processor, and then are separated later in the recycling process.

Once the bales are received at a processor, the bales are broken, and the loose plastic containers are moved across a vibrating screen to remove small pieces of dirt and trash.

The bottles are washed and cut into small pieces called flakes. The plastic flakes are washed again where the labels and more dirt are removed. If different types of plastics are mixed together, they are separated in a large tank filled with water. Since each type of plastic has a different density, this part of the process allows the different types of plastics to be separated due to their different densities.

The cleaned and separated plastic flakes are dried and any remaining film and labels are removed from the flakes. The flakes are then melted and formed into pellets.

The pellets are boxed and shipped to a manufacturer where they are melted and either mixed with virgin resin, or used directly to make a new recycled product. Since different plastics have different melting points, it's very important to remember to only recycle plastics that can be accepted by your recycling program. If different types of plastics are recycled together, the resulting melt is considered contaminated and will not meet the specifications of the manufacturers of new recycled-content products. Some products made with recycled plastics include: recycling and trash containers, carpeting, clothing, and plastic lumber.

Waste Reduction

A number of seemingly minor alterations of typical workplace behavior can greatly increase your business' opportunity to decrease waste materials and thus cut waste disposal costs. It also benefits the environment by helping to conserve natural resources and reduces the pollution associated with the manufacturing, transport, and later collection of products. Your waste reduction program should encourage employees to:

- Use reusable cups instead of Styrofoam/paper cups.
- Buy sugar and cream in bulk and use reusable containers instead of individual packets.
- Use reusable cloth bags for lunch.
- Use email for internal and external communications.
- Place commonly needed documents in a central location that is accessible to everyone to reduce excessive copying.
- Make double-sided copies when possible.
- Grasscycle instead of bagging grass clippings. Check with your landscaper to find out if they grasscycle. By leaving grass clippings on the lawn, important nutrients remain. This reduces the need for commercial fertilizers.

Buying Recycled

When businesses and individuals buy recycled-content products, it is known as “closing the loop.” Buying recycled products ensures that there are markets for goods that contain recycled materials, and contributes to the success of recycling programs.



The more businesses buy recycled materials, the lower the prices of these products will be. In fact, today, many recycled-content products cost the same or even less than their counterparts made of virgin raw materials.

Buying recycled also makes good business sense. Many customers look for businesses that “buy recycled” and use recycled-content products.

It's easy to do. In fact, there are many common recycled office supplies that can be purchased such as:

- Printing and writing papers, and folders
- Pens, pencils, rulers, and scissors
- Packaging materials
- Reusable cups and mugs
- Toner cartridges
- Recycling and trash containers

Your business can also promote the reuse of some of its materials and thus help your community and the environment.

- Donate used vehicles to a local charity.
- Donate outdated electronic items such as computers and printers.
- Reuse your Styrofoam packaging peanuts for later repackaging.

Besides being a wonderful contribution to your business, community, and environment we must not forget that in Montgomery County, **RECYCLING IS THE LAW!**

Make SORRT Your Business Partner

The SORRT (Smart Organizations Reduce and Recycle Tons) Program, developed by the Montgomery County DSWS, is an information network that promotes and supports business recycling.

SORRT provides technical support, informational materials, and special member invitations to a variety of seminars and workshops. SORRT also provides guidance to businesses on how to set up, maintain, and expand recycling and waste reduction programs; access to a list of resources that currently provide recycling collection and container services to businesses; referrals to other Montgomery County business owners who can share their recycling experience with you, and so much more.

SORRT offers your business:

- On-site recycling program technical assistance
- Training seminars
- Labels for recycling containers
- Informational brochures

- Educational posters and videos
- Subscription to the quarterly SORRT Network Newsletter
- Support at events by distributing recycling information to fellow employees
- Multi-lingual educational materials
- Use of the County's buy recycled display

By joining SORRT, your business can easily obtain all of the required information needed for complying with current regulations and setting up and maintaining a highly effective recycling program. To get started, contact SORRT at 3-1-1 or 240-777-0311 (if calling from outside Montgomery County) or visit the County's website at:

www.montgomerycountymd.gov/recycling.

Contact Information

For more information, please contact:

Montgomery County, Maryland

Division of Solid Waste Services

SORRT (Smart Organizations Reduce and Recycle Tons) Program

101 Monroe Street, 6th Floor

Rockville, MD 20850



Phone: 3-1-1 (out-of-County: 240-777-0311)

TTY: 301-251-4850

Fax: 240-777-6465

Website: www.montgomerycountymd.gov/recycling



Printed on recycled and recyclable paper.

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