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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**

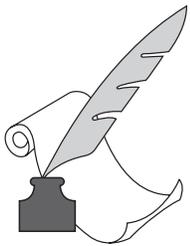
**Phone: 3-1-1 or (240) 777-0311; Fax: (240) 777-6465; TTY: (301) 251-4850**

**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

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**Montgomery County SORRT Program**

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# Section 1: Procedures

**All businesses are required to comply with the recycling regulations within 30 days of operating within the County.**

## **What's required by the County's business recycling regulation?**

**All businesses are required to recycle the following materials:**

1. Mixed or sorted paper and cardboard
2. Commingled materials or sorted aluminum cans and foil products, bi-metal steel/tin cans, glass bottles and jars, and plastic bottles and containers.
3. Scrap Metal
4. Yard trim (grass, leaves and brush)
5. Christmas trees



**Businesses with 100 or more on-site employees<sup>1</sup> are required to:**

1. Complete a Business Recycling and Waste Reduction Plan (referred to as the Plan) to tell the County how your business will recycle the required materials,
2. Recycle the required materials with a goal of recycling or reducing the amount of solid waste going to disposal facilities by at least 70 percent annually, by volume or weight, and
3. Submit an Annual Business Recycling and Waste Reduction Report (referred to as the Annual Report) by the dates specified in Executive Regulation (ER) 15-04AM and noted in Section 4.

**Small businesses with fewer than 100 on-site employees<sup>1</sup> are required to:**

1. Recycle the required materials with a goal of recycling or reducing the amount of solid waste going to disposal facilities by at least 70 percent annually, by volume or weight, and
2. Upon request from the Division of Solid Waste Services (DSWS), submit a Plan or Annual Report, within 60 days from receipt of a written request.

If your business is unable to recycle one or more of the required materials due to extreme hardship, you must file for an exemption with your plan or, when your annual report is due.

If your business already recycles, simply document the program by completing the Plan and submitting it to the Division, and file an Annual Report by the dates specified in Executive Regulation 15-04AM.

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<sup>1</sup> Employee is defined as any person working on-site 20 or more hours per week directly for a business or for an entity affiliated with the business, or any person working on-site as an agent or independent contractor, for more than six months in any calendar year.

### ***How does the County define business?***

For the purpose of this regulation, a business includes any enterprise, individual, corporation, partnership (limited or general), sole proprietorship, or other entity or person – that maintains an office or place of business in Montgomery County. Businesses include nonprofit organizations, public institutions, schools, the Federal Government and other government agencies, health care facilities, construction sites, and home-based businesses. All of these types of organizations are required to comply with the business recycling regulation.

For the purpose of this regulation, business refers to the entity generating waste.

### ***What size businesses are required to recycle?***

**All** businesses in Montgomery County, regardless of size or type are required to recycle. Reporting requirements depend upon the size of a business:

- Large businesses: All businesses with 250 or more employees
- Medium businesses: All businesses with 100-249 employees
- Small businesses: All businesses with fewer than 100 employees

### ***What is Recycling and Waste Reduction?***

**Recycling** means separating used, surplus, or excess materials from waste, diverting it to a facility where it can be processed and converted into a new material or product, and then returning the product to the marketplace for sale and reuse.

For the purpose of this regulation, **composting** is considered recycling. Composting is the process whereby organic materials, such as yard waste (also known as yard trim) and brush, are handled in a manner that encourages natural decomposition. The compost that is produced from this process can be reused as a soil amendment.

**Waste reduction** refers to programs and techniques undertaken by individuals and organizations that reduce the amount of waste generated. Waste reduction measures include using less raw material to make a product, using supplies and equipment more efficiently, and using products that are more durable and easily repaired. (Refer to Section 5 of this Handbook for more detail on waste reduction.)

### ***What is the Business Recycling and Waste Reduction Plan?***

The Business Recycling and Waste Reduction Plan provides the County with basic information on how your business will recycle the required materials. Businesses with 100 or more employees must submit a Plan, and businesses with fewer than 100 on-site employees are required to file a Plan upon written request by DSWS.

This plan must identify the number and size of collection containers, collection frequency, and the name of the company responsible for recycling each required material. This plan also asks businesses to identify any waste reduction efforts underway in the organization. (Refer to Section 3 of this Handbook for more details.)

### ***What is the Annual Business Recycling and Waste Reduction Report?***

The Annual Business Recycling and Waste Reduction report, otherwise known as “Report” provides the County with the amount (quantity) of each material collected for recycling and the total amount (quantity) of solid waste generated that is collected during the previous calendar year. Each business must request this information from the company(ies) collecting their recyclables and solid waste. If your collection company(ies) cannot provide this data, you may need to estimate the quantity using the Recycling Containers and Capacity Estimates chart found in Section 7 of this Handbook.

The County recommends tracking this data monthly and totaling it when you are preparing your Annual Report. Ask your collection company(ies) to provide monthly tonnage reports (weight receipts) along with their invoice(s) for services.

### ***What materials are required to be recycled?***

Businesses are required to divert from their waste through recycling, composting, and/or waste reduction programs the following materials: mixed paper (may be sorted by type/grade), commingled containers (aluminum cans and foil products, bi-metal food and beverage cans, glass bottles and jars, and plastic bottles and containers) which may be sorted by type, yard trim, Christmas trees and scrap metal. (Refer to Recyclable Materials - Definitions list, Section 7 of this Handbook.)

Other materials your business may recycle voluntarily include: plastic film, such as plastic bags and shrink wrap, food waste, wood waste, batteries, motor oil/anti-freeze, construction and demolition debris, toner cartridges, computer equipment, and more.

### ***What if my business does not generate one of the required recyclable materials?***

If your business does not generate one or more of the required recyclable materials as part of your normal business practice(s), you must request an exemption from recycling that material and explain that the material is not generated on-site.

### ***What if my business cannot recycle a required material?***

If recycling a required material poses an extreme hardship, your business may request an exemption from recycling that material. Businesses that request an exemption from recycling one or more materials must file an exemption at the time they submit the Plan and/or Annual Report. For any material for which an exemption is requested, mark the box corresponding to that material on Page 2 of the Plan or Annual Report. The County will send an Exemption Request Form, which must be completed by the business and then returned to the County. The County will then follow-up by scheduling a site visit to verify site conditions and information provided.

Exemptions will be judged and issued based upon these criteria: availability of markets for a recyclable material; extreme financial hardship; and unavailability of storage space.

Once the case has been evaluated, DSWs will issue a letter either granting or denying the exemption. If an exemption is denied, your business must resubmit a Plan within three weeks of receipt of the denial letter. If an exemption is granted, the letter from the County will tell you which material(s) your business is exempt from recycling, and the expiration date of the exemption. If the exemption is still needed at the time your business submits its Annual Report, you must repeat the procedures described above in order to retain the exemption.

### ***How are property owners and managers affected by the regulation?***

Property owners/managers must make recycling collection service and storage space for recyclable materials available to tenants, so that tenants can recycle in accordance with the regulation.

Property owners of multi-tenant facilities are required to file a Plan and/or Report covering facilities in their entirety, and including information for all tenants. Property owners should work with their tenants to gather information on any specific recycling activities their business undertakes that is beyond the level of service provided by the property owner. This information should be included in one Plan or Report for the entire facility.

Businesses must work with property managers if they need assistance to recycle. The County recommends that tenants and property managers work together to set up a recycling system that works for all.

### ***Can my property manager file a Plan for my business?***

Each business required to file a Plan with the County is responsible for ensuring that their Plan has been filed. In addition, your property manager will be required to file a Plan covering the entire facility.

Typically, the property owner/manager is providing waste collection and recycling services for all the tenant businesses. Keep in mind, however, that a separate version of the Plan must be filed for each business required to submit a Plan. One Plan must be filed for each individual business and must be signed by a responsible corporate officer of that particular business.

### ***Can my property manager file my Annual Report?***

Yes, property owners/managers of multi-tenant facilities are required to complete an Annual Report covering facilities in their entirety, and including information for all tenants. Property owners/managers filing the forms for tenants must provide the complete business name, on-site contact person for each business, number of employees, and square footage occupied for each tenant covered by the Annual Report. Annual Reports submitted by property owners/managers must provide total (amounts) tonnage for all tenants covered by the report.

***My business has several offices located at different sites in the County. Can we file one Plan and Annual Report?***

Yes, if your company has multiple sites located throughout Montgomery County, you may:

1. Complete one Plan and one Annual Report to cover all sites, (Note: you must provide the address of each site) or;
2. File a separate Plan/Report for each location.

**Please note:** Any plan and/or report covering multiple locations must list each property address subject to it, and each location covered by the plan and/or report must maintain a copy of the plan and/or report on the premise.

The corporate headquarters or central office submitting the required Plan and Annual Report for more than one location must clearly list the name, address, on-site contact person, number of employees, and square footage occupied at each location covered under both the Plan and Annual Report.

For example, a chain of grocery stores that has thirty (30) stores in the County has the option to file one Plan and Annual Report that covers all its stores or may submit an individual Plan and Annual Report for each store. *(Refer to Section 4 of this Handbook for more details.)*

Each of the thirty stores must be provided a copy of the plan and/or report from their corporate headquarters or central office.

***What if my business self-hauls recyclable materials to a recycling facility?***

If your business self-hauls recyclable materials to a recycling facility, your business must obtain scale house tickets and provide these as documentation of quantity recycled to meet reporting requirements.

***Failure to comply with Montgomery County recycling requirements.***

Under Montgomery County Code, violations of Executive Regulation 15-04AM are a Class B violation of Montgomery County Code and are subject to fines of \$100.00 for the initial violation and \$150.00 for subsequent violations which will be levied for each day that the violation exists.

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**Montgomery County SORRT Program**

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## Section 2: How To Set Up a Recycling Program

All businesses in Montgomery County are required to recycle **mixed paper** (may be sorted by grade or type), **commingled materials** (aluminum cans and foil products, bi-metal steel/tin cans, glass bottles and jars, and plastic bottles and containers) which may be sorted by type, **yard trim**, **Christmas trees**, and **scrap metal**.

Many organizations in Montgomery County already are recycling. They have learned that establishing a successful recycling program involves eight basic steps.

*You can benefit from their experiences.*



### 1. Enlist the Support of Top Management

There is not much difference between tossing a piece of paper into a trash can and tossing it into a designated recycling container. But recycling will affect every employee in your company and require changing several procedures. So before you begin, enlist the support of top management.

For most companies, recycling can be implemented for very little time and money.

Most executives readily see the benefits:

- reduced supplies and materials expense
- reduced waste collection and disposal costs
- improved corporate image within the community
- an increase in employees' pride in their workplace
- a positive impact on the environment

Make sure upper management has a copy of the County regulation, Executive Regulation 15-04AM, or at least the helpful brochure, Questions and Answers About Business Recycling in Montgomery County that can be obtained by calling DSWS.

### 2. Identify a Recycling Coordinator

Just as with any other program in your organization, an effective recycling program needs leadership. Most companies appoint a recycling coordinator, often assigning the task to the office or facilities manager.



In many companies, recycling starts because one person volunteers for the job of recycling coordinator.

## The coordinator should take responsibility for:

- selecting a recycling service company (refer to the list of recycling companies in Section 7 of this handbook, or look in the telephone directory under “recycling” or “scrap”)
- organizing the collection system
- getting employees involved
- tracking the progress of the program
- keeping files on contracts and weight receipts provided by recycling collection companies that show quantity of each material collected each month. Ask your recycling company to submit this weight report with invoices. Also make sure to obtain weight receipts of the solid waste that is collected for disposal. Executive Regulation 15-04AM requires businesses to maintain any contracts and invoices for collection and disposition of materials recycled for a period covering the most recent five (5) years. This documentation must be available upon request to the County for inspection and copying during normal business hours.

Depending on the size of your organization, the coordinator may spend anywhere from a day or two to a couple of weeks getting a recycling program off the ground. After the program has started, the coordinator should need only a few hours each month to oversee the program.

In addition to the coordinator, it's useful to have program monitors on each floor or in each department. Program monitors should have a good rapport with the staff and a thorough understanding of how the program works. Monitors are responsible for:

- making sure recycling containers are relatively free from non-recyclable trash,
- ensuring recycling bins are located next to any trash container(s),
- ensuring recycling bins are located near vending machines that dispense products in recyclable packaging,
- notifying the coordinator if a container is overflowing with recyclables or trash, and
- encouraging employees to participate in the program.

Montgomery County's business recycling staff offers training for both the coordinator and the program monitors. Call 3-1-1 or (240) 777-0311 for details.

### **Commonly collected paper grades**

Waste paper dealers accept a variety of papers; ask your dealer what is accepted. This is a list of the most commonly collected papers.

**Mixed paper:** Includes acceptable paper items which are not separated by type, but are mixed and collected together. These items include white paper, colored paper, corrugated cardboard, boxboard, newspapers and inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and other clean, dry paper. Remember to keep commingled materials (metals, glass and plastic) separate from mixed paper items.

#### **Businesses may also recycle paper that has been separated into specific grades:**

**Hard white paper:** Unprinted and uncoated white paper. This paper is usually found in print shops.

**Computer printouts:** Continuous paper (can be torn apart or shredded), usually solid white, or printed on a laser printer.

**White ledger:** White paper in single sheets or continuous white forms with black ink printing. May contain some colored ink, but not significantly colored. May include copy paper, letterhead, envelopes without windows or labels or any of the grades mentioned previously (such as computer printouts).

**Mixed white paper:** Combinations of the above.

**Colored ledger:** Same as white ledger, only the paper is colored. Carbonless forms are also in this grade.

**Coated paper:** Typically white paper with a glossy finish. Usually brochures or annual reports.

**Mixed office paper:** Any combination of the grades mentioned above.

### **Montgomery County SORRT Program**

### 3. Understand Your Recycling Opportunities

Most organizations regularly generate materials that are required to be recycled under the County's business recycling regulations. They include:

#### Mixed paper.

Includes acceptable paper items which are not separated by type, but are mixed and collected together. These items include white paper, colored paper, corrugated cardboard, box-board, newspapers and inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and other clean, dry paper. Businesses have the option of separating paper by type or grade.

#### Commingled materials.

Includes acceptable items such as those listed below that are not separated by type, but are mixed together in one container. Businesses have the option to separate for recycling collection any of these items.

#### Glass bottles and jars.

Clear, brown, and green glass bottles and jars.

Broken glass and glass that is not food packaging, such as light bulbs and windows are **NOT** acceptable in most conventional recycling programs.

#### Aluminum cans and foil products.

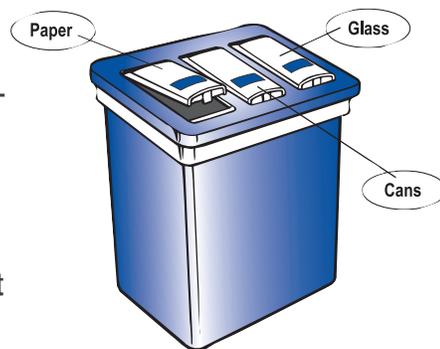
Aluminum cans, which usually contain soft drinks or beer, and aluminum foil.

#### Steel/bi-metal cans.

Steel/tin cans are usually generated by food service.

#### Plastic bottles and containers.

Any plastic bottle or container including tubs, jars, lids/caps, pails, buckets, flower pots, reusable containers and lids, and #1 PET thermoform packaging such as plastic clamshell containers, trays, deli containers, cups, domes and lids.



#### Yard trim.

If you have substantial green space on your property or are in a horticulturally oriented business, you probably have leaves, grass, and brush that must be reduced, composted or recycled. The most preferred option is to grasscycle or compost yard trim materials on-site, directly at the source. Only in instances where materials cannot be handled on-site, should they be transported off-site to a composting facility.

#### Christmas trees.

#### Scrap metal.

Acceptable items consisting of metal and/or predominantly metal materials. These items include washers and dryers, refrigerators, air conditioners, dishwashers, sinks, stoves, freezers, furnaces, hot water heaters, trash compactors, iron furniture, doors, cabinets, humidifiers/dehumidifiers, bikes, swing sets, aluminum lawn chairs, shower stalls, disassembled metals sheds, fencing, wiring, shelving units and more.

In addition to these required recyclable materials, your business may generate a large quantity of other materials that could be recycled. For example, your business may generate computers or wood pallets that can be recycled. Recycling all of the materials you can will reduce your waste collection and disposal costs.

If your organization generates quantities of recyclable materials too small to justify contracting with a recycling company, work with your building manager and/or neighboring businesses to set up a cooperative collection program. Your combined loads of recyclables can be cost-effective to collect.

You may consider having an employee transport materials directly to a private or non-profit recycling center or scrap dealer. By directly hauling your recyclables, your company may generate some revenue from selling your recyclables at a recycling center or scrap yard. (See Recycling Companies list in Section 7 of this handbook.) Executive Regulation 15-04AM requires all businesses that self-haul recyclable materials to a recycling center or scrap yard to obtain scale house tickets and provide these as documentation of quantity recycled for reporting requirements.

Your business may also self-haul its recyclables to the Montgomery County Shady Grove Processing Facility and Transfer Station located at 16101/16105 Frederick Road, Derwood, MD 20855. For a list of operating hours and current fees, please visit [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling).

## 4. Select a Recycling Company

The next step in starting a recycling program in your workplace is to identify a recycling service company who will either:

1. pick up your recyclables and transport them to markets for further processing, or
2. accept the materials your business takes directly to them.

### Types of companies.

Several types of companies are available to pick up your recyclables:

- **Waste paper dealers** are well suited to companies that generate large quantities of office paper or corrugated cardboard containers.
- **Waste collection companies** offer pick-up service and transportation of recyclables to a private processing facility.
- **Specialty recycling firms** — some operating on a not-for-profit basis — also pick up recyclables, often in smaller quantities, and may sell and deliver recycled paper products to you.
- **Scrap dealers** pick up a wide range of materials, including waste paper, scrap metals, etc.
- **Recycling companies specializing in confidential materials** can ensure that these documents are handled appropriately to maintain security.

### What recycling service companies do for you.

When you call a recycling service company, keep in mind that recycling is a business. Recycling service companies will pick up your recyclable materials; usually sort them and remove contaminants; often shred, crush, bale or compact them; may

warehouse them for a short period; and then sell and transport them to a re-manufacturer.

### **Markets are essential.**

This last step — selling the materials — is really the most important. The recycling service company must be able to sell the recyclable materials at a price that will support the collection, processing, and transportation steps that occur beforehand. In addition, the marketing of materials is critical to the entire recycling process: to be truly recycled, the materials must be made into a new product. And someone must want to buy the new product made from recycled materials.

### **Be a smart shopper: Important questions to ask the recycling service company.**

Because the recycling business is in a period of rapid growth, the arrangements you will be able to make with a recycling service company are subject to change. Depending on market conditions, some companies will pick up your recyclables at no charge, although they may require you to accumulate a large quantity to make the pick-up worthwhile.

Some will pay you for the recyclables. Others may charge a pick-up fee. The best way to find out what services are available is to call. See the list of recycling service companies in Section 7 of this handbook, or check your telephone directory.

### **Use a Montgomery County Licensed Collection Company.**

Businesses that contract for recycling collection service must use a County-licensed collection company that has a license to collect and transport recyclable solid waste in the County.

Collectors are required to provide a current copy of their Montgomery County Collector's License to each of their customers at least once annually. If your business has not been provided with a copy, you may request a copy from your collector and they must provide a copy of their license within three (3) business days.

Businesses, property managers, and/or a responsible agent that contract for collection services with a Montgomery County Licensed Collector must maintain a copy of their collector's license.

Businesses that contract with a Montgomery County Licensed Collector may receive **notification** from their collector if the collector observes, or reasonably should have observed, recyclables mixed in with solid waste that have been set out for disposal. This notification will identify the location, name of responsible agent notified, date of offending observation, specific type of recyclable observed mixed in with solid waste for disposal, and a suggested remedy. Please note that under County regulations, haulers or collectors are not permitted to collect solid waste with recyclable materials mixed in without providing the above notification.

**When you call a recycling service company, here are some important questions to ask:**

- What are the specifications of your mixed paper recycling program?
- What is the minimum amount required for a pickup?
- Do you provide “scheduled” or “on call” pickups?
- What other recyclables will you pick up?
- Will you pay for our paper or other recyclable materials? If so, what pricing structure will be used, and what is the frequency of payment?
- What is the allowable level of contamination?
- Will you pick up from within our offices 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 of recyclables collected for each material for County reports? *Note: Reports must provide tonnage data for each material. Paper recycled as mixed paper should be reported separately from commingled containers recycled. Ask your recycling service company to report by weight (pounds or tons), not volume.*
- What services can you provide in helping us set up a program?

## **5. Designate Collection and Storage Areas**

In consultation with your recycling company, set up a system to collect recyclable materials to meet your business needs. The key to a successful recycling program is making it as easy and convenient as possible for employees to use. The less sorting, decision-making, and walking that is required, the more successful your program will be.

It is advisable to work with your custodial staff when setting up a collection system. This enables the custodian to work in the collection of recyclables, as well as trash, minimizing disruption to the existing collection system. When introducing custodians to the new recycling program, explain that they are handling

the same amount of materials; only now they are emptying the regular trash and the recyclable material into separate containers.

If you contract out your cleaning services, be sure to work with the contractor or site manager to set up a system that fits into the existing program. When renegotiating your cleaning contract, ask the contractors whether their staff is trained for recycling. Instructions for recycling in languages other than English may be required.

For most Montgomery County businesses, mixed paper, including office paper and corrugated cardboard boxes will be the most voluminous recycled materials and require the most storage space.

### **Montgomery County SORRT Program**

## Collecting Your Recycling Materials

The following are some suggestions about setting up recycling programs for your recyclable materials. These principles may apply to other materials, as well.

The owner or operator of each business must place containers for all required recyclable materials in adequate sizes and quantities in all locations where trash containers are located.

Recycling containers must be placed within reasonable and convenient proximity to all buildings and other uses on-site.

All recycling containers must be clearly labeled to indicate the appropriate material(s) to be placed inside for recycling.

### Mixed paper

Three systems can be used to help employees capture mixed paper for recycling.

*A designated recycling bin or container at each desk or work station* is a highly effective means of collecting mixed paper (copier, letterhead, computer, note pad, and forms). The \$5 to \$10 initial cost of the container is easily recouped in convenience, time saved, and increased recycling results.



*A desktop container or folder* is an effective method of collecting standard size grades of office paper because it requires little extra thought by employees. Custodians may empty desktop containers or each employee may empty his or her own container into a larger central bin. An alternative to desktop containers are mini-waste baskets that are suspended from standard waste baskets or set next to waste baskets.

*Central collection boxes* require individuals to carry their recyclable mixed paper to a collection point some distance away. Central collection boxes work best when used to consolidate paper from desktide containers or in areas of high paper generation, such as the copy and mail rooms. These containers are also useful for collecting lower volume recyclables, such as glass, plastics, and cans.

*For bulkier items such as corrugated cardboard boxes*, it may be necessary to collect boxes separately from mixed paper and then break down cardboard boxes to fit into the central collection containers with other mixed paper.

### Commingled materials (aluminum cans and foil products, bi-metal steel/tin cans, glass bottles and jars, and plastic bottles and containers)

All food and beverage jars and bottles should be emptied and rinsed before they are placed in recycling collection bins. Collection of glass, plastic, aluminum, and steel containers may differ depending on a business' orientation.

Businesses that sell or provide food or beverages in recyclable containers for on-site

consumption must provide an adequate size and number of recycling containers to be used by consumers.

Recycling bins must also be located next to any vending machine that dispenses products in recyclable packaging.

### **The following are some options for collection:**

#### *Central location:*

Businesses that are not food-oriented and thus probably do not generate a large quantity of these containers should designate a central area, near to where they are generated, for their collection. This could be an employee lounge, cafeteria, or kitchen. Remember, recycling bins need to be located near any vending machines that dispense products in recyclable packaging.

#### *Commingling:*

Businesses that do not generate enough of any one of these materials to justify separate collection bins for each may commingle these materials.

Ask your recycling company what type of collection it provides for commingled containers.

#### *Sorting by material:*

Businesses that generate a large quantity of any one of these materials (for instance, bars generate a lot of glass bottles) may want to sort recyclables by material type. This can be profitable, because markets usually are better for separated recyclables.

To help maximize participation, clearly label each side of the container with recycling arrows and a word describing the material collected in that container.

A simple picture of each recyclable container can help minimize confusion and, therefore, reduce contamination. In addition, you may use containers with specially designed lids that allow only certain shapes of recyclable containers to be deposited. For example, a box or container lid might have a 5" diameter hole for soda cans, glass, and plastic beverage bottles.

#### **Yard trim**

All yard trim materials generated on your property must be either reduced or recycled. You must ensure that your landscape contractor or grounds keeper is properly processing all yard trimmings.

There are a number of alternatives for handling grass, leaves, and brush.



#### *Grasscycling:*

Grasscycling is the practice of leaving grass clippings on the ground, rather than beverage them. It is an inexpensive, efficient method of putting the vital nutrients in grass back into the soil, which helps reduce the need for chemical fertilizers.

#### *Composting:*

A compost pile turns yard waste into humus, an excellent soil conditioner. Piles can be housed in relatively inexpensive bins on your business' property. Find out what your landscape contractor or grounds keeper does with yard trim generated on your site. Explore with your grounds maintenance staff the best option for you business. (See Reducing and Recycling Yard Trimmings

sheet in Section 5 of this handbook.)

### **Getting Recycled Materials to the Storage Area**

Some recycling service companies will pick up recyclables directly from your offices on a pre-arranged schedule. However, most companies will require you to consolidate the recyclables in a storage area. Check with your building manager to ensure compliance with local fire codes before selecting a storage area — this is particularly critical to paper storage. To minimize fire hazards, fire officials recommend that the storage container be covered, that the area have sprinklers, and that the materials be stored behind a fire wall.

Centrally located recycling containers should have lids to prevent contamination and minimize hazards such as fire.

Most recycling programs work best when integrated with existing custodial operations. Custodians collect recyclables from the recycling containers at the same time as they are collecting trash. Some companies alternate collection of waste and recyclables on different days. Many companies add the responsibility for picking up the recyclables into the custodial service contract when it is up for renewal. Be sure to include your custodial operations staff in any of your recycling efforts.

### **Minimize Contamination**

In any recycling system, contamination is a serious concern. A contaminant is anything that doesn't belong in the recycling container. Contaminants can include plastic bags mixed in with recyclable materials or liquid left in an aluminum can.

As more companies recycle, the standards for accepting recycled materials will increase. Minimizing contamination should be an important part of your recycling system. Work with your recycling company to be sure you are collecting the right materials. Do not add new materials to your program until you have checked with your recycling company.

## **6. Promote the Program**

Recycling requires individuals to change long-established habits and to make a little effort to do things differently. Most employees will be enthusiastic about recycling. However, your program will be more effective if you develop a positive, upbeat publicity program to keep that enthusiasm high.

### **Kick-off your program**

Establish an official “start date” for your program and let your employees know well beforehand that it is coming. Then kick-off the program with a little fanfare. A kick-off memo or flyer signed by the chief executive can highlight the benefits of the program and explain the separation and collection procedures. Prior to start-up week, many companies devote part of the weekly staff meeting to a short demonstration on how to recycle with the new system. After start-up, posters near the recycling containers are good reminders for staff.

### **Sustain the program**

Your recycling program will be successful if you positively reinforce your employees' new recycling habits.

Report back to them on how the program is going, using specific details:

- List the quantity of recyclables collected

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- by your company over a period of time.
- Provide information that tells employees the value of their recycling efforts. “Dollars saved,” especially if the money is donated to a popular charity or office fund, is one effective measure. “Trees saved” is another popular and effective measurement tool.
- Let employees know if too much of the wrong types of recyclables are being mixed in. Remind them what is and what is not acceptable.
- Consult periodically with your custodial staff to get their input and feedback on the program. Their insight will enable you to make changes to the program, if necessary.
- Congratulate employees for a job well-done.



*You may even wish to recognize or reward departments or floors with the best participation.*

## 7. Monitor Your Recycling Program

*Once you have established your recycling program, it will practically run itself.*

However, periodic check-ups and quick corrections of any problems will ensure that the program runs smoothly and your company is recycling as much as possible.

### Things to consider:

Do custodians empty recyclable containers properly?

Once you have reviewed this section and consulted with a recycling service company, you may still have questions about setting up a program.

If so, call Montgomery County’s SORRT (Smart Organizations Reduce and Recycle Tons) Program at 3-1-1 or (240) 777-0311.

## 8. Renegotiate Your Waste Disposal Contract

Now that you are recycling and generating less trash, renegotiate your waste hauling contract! Ask for a smaller trash container or less frequent pick-ups.

Don’t forget, businesses with 100 or more employees are required to submit an annual recycling and waste reduction report to the County. Be sure to submit your report by the due dates listed in Section 4 of this handbook.

# ***Section 3: Instructions for Completing Your Business Recycling and Waste Reduction Plan***

## ***GENERAL INSTRUCTIONS:***

Montgomery County businesses are required to submit a Business Recycling and Waste Reduction Plan in accordance with Executive Regulation 15-04AM. The Business Recycling and Waste Reduction Plan must be submitted to the County. A Plan must be completed using best available information. It is designed to provide the County with a basic picture of how your business is, or will be, recycling and reducing waste to meet the County's 70 percent recycling goal.

- If your business already recycles the required materials simply document what you do by providing information requested on the Business Recycling and Waste Reduction Plan form.
- If your business is not yet recycling, information on how to set up a recycling program is available through the SORRT (Smart Organizations Reduce and Recycle Tons) Program, the County's program dedicated to assisting businesses in recycling and waste reduction. Please call 3-1-1 or (240) 777-0311 to receive information. Even if you do not currently have a recycling program in place, a Plan is still required to be filed.

If recycling a required material poses an extreme hardship, your business may request an exemption from recycling that material. To request an exemption, you must check the box on Page 2 of the Plan that corresponds to the material which you are requesting an exemption from recycling. After the Montgomery County Division of Solid Waste Services (DSWS) receives your request, staff will send a standard Exemption Request Form, which your business must complete and submit to DSWS. Upon receipt of a completed Exemption Request Form, County staff will schedule a site visit. Exemptions will be granted for a set period of time only after careful review of circumstances based on cost, space and market limitations.

## **STEP-BY-STEP GUIDANCE FOR COMPLETING YOUR BUSINESS RECYCLING AND WASTE REDUCTION PLAN:**

These instructions provide an explanation of what is required in each section of the Plan.

### **ITEMS ON PAGE 1:**

#### **Business Name:**

Provide the complete legal name of your business. All businesses, including not-for-profit organizations, and Federal, State and local government facilities, are required to comply with the County's recycling regulation.

#### **Address:**

Provide the suite or room number, street address, building name, city and zip code of your business.

#### **Phone Number:**

Provide the phone number of your business, including area code.

#### **Recycling Program Contact Person:**

Provide the full name (and email address, if available) of the person employed by your business who will be available to County staff to answer questions about this Plan.

#### **Business Website:**

Provide the website of your business, if available.

#### **Government Agency:**

If you are a government agency, please check the relevant level of government. If you are an agency, but none of these categories apply to you, indicate under whose authority you operate.

#### **Property Owner/Manager Name, Address, and Phone Number:**

If applicable, provide the name, address, and phone number (with area code) of the management company that your business leases property from at this site.

#### **Number of Employees:**

Provide the total number of full-time employees employed by your business at this site. A full-time employee is defined as any person working 20 or more hours per week, for more than six months in a calendar year. If this Plan is being submitted for multiple business sites, provide the total employees covered by this Plan and provide the number of employees working at each site – include this detail on a separate page. *For example, a grocer with several store locations that chooses to submit one Plan to cover all stores, must provide, on a separate attached page, the address of each store location and the corresponding employee number for each site.*

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**Total Square Feet of Building Space Occupied:**

Provide the total area your business occupies at this site. If this Plan is being submitted for multiple business sites, provide the total square feet of space occupied by all businesses covered by this Plan and also provide the individual square footage occupied by each business at each site -- include this detail on a separate page. For example, a business that has four (4) offices in the County that is filing one Plan for all four sites must provide, on a separate attached page, the square footage occupied by each of the four individual offices.

**Total Acreage of Green Area, if applicable:**

If your business or property manager maintains any vegetated area outside the building(s) you occupy, provide an estimate of the acres of maintained area.

**Business Type:**

Describe the major function(s) your business performs by checking the appropriate category. If more than one category applies to your business at this site, please check all that apply. If none of the categories apply, please describe the primary function of your business in the space provided.

**Standard Industrial Classification (SIC) Code:**

This refers to the standard number used by the federal government to classify different types of businesses. Most libraries have a copy of the Standard Industrial Classification Manual if no one working for your business knows your SIC Code. If this information is not available, it may be omitted; the County will assign you a number.

**Who will submit your Annual Recycling and Waste Reduction Report?**

If your business wants to exercise the option to have your property owner/manager submit an Annual Recycling and Waste Reduction Report and include information on your business, check the relevant entity and provide the company name, mailing address, contact person name, and phone number.

**MULTIPLE-SITE BUSINESSES:**

If this Plan covers your business at more than one location within the County, put a check mark in the box and provide, on a separate attached page, the information requested about each individual business location.

**ITEMS ON PAGE 2:**

**Plan for Recycling and Disposing Solid Waste:**

This is the location on the Plan for you to provide detail on how your business will recycle and/or reduce the required materials to divert them from your trash. The materials identified in the left-hand column include all the required recyclables. If your program includes white office

paper, colored paper, newspapers, magazines, cardboard and other clean, dry paper mixed together, report the information on the line for “mixed paper.” If your program collects food and beverage containers mixed together, report the information on the line for “commingled containers.” Refer to the Recyclable Materials -- Definitions list in Section 7.)

## **FIRST COLUMN:**

### **Total Number and Size of Central 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, compactor/roll-off(s), and roll-off(s) for which your business is responsible. Report the number of desk-side containers only in the event your business does not have any other central collection container(s) at your location. (This would apply to a business whose property manager or custodian collects recyclables from each office or station and consolidates material with other businesses or tenants.) 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.

## **SECOND COLUMN:**

### **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. If your business self hauls a material to a recycling center, please indicate “Self” in the space provided and document the complete name of the facility and phone number (with area code) receiving the material. Under the category Solid Waste for Disposal, indicate the complete name and phone number (with area code) of the licensed hauler responsible for disposing of your business’ trash.

## **THIRD COLUMN:**

### **Waste Reduction Program:**

Executive Regulation 15-04AM requires businesses to prepare a waste reduction and recycling plan that demonstrates how the business will recycle or reduce the amount of solid waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 70 percent annually, by volume or weight. Your description 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. Please list the material(s) for which your business has implemented a waste reduction program and on a separate page provide detail on how the technique works and its results. Include how your business educated its employees about the waste reduction program. *Replacing disposable coffee cups with reusable (washable) ceramic mugs for employees and visitors* is one example of waste reduction.

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## **FOURTH COLUMN:**

### **Check Box if Exemption Request Form is Required:**

If your business cannot recycle any of the required categories of materials, put a check mark in the box(es) corresponding to the material(s) in order to obtain an Exemption Request Form. Upon receipt of your request, DSWS will provide you with a standard Exemption Request Form for submission to DSWS. Then DSWS staff will schedule a site visit. Exemption requests will be judged on the following criteria:

1. unavailability of markets for the specified material (refer to Page 1 of these Instructions for additional information about exemptions);
2. extreme financial hardship due to significant disparity between the costs of recycling an identified material and the costs of disposal of that material; and
3. unavailability of on-site or proximate off-site location to prepare and store material(s) for recycling

### **Please List all Other Materials for Recycling, Reuse or Waste Reduction:**

Please list any other materials your business recycles, reuses or reduces through a waste reduction program. Examples include wood pallets, computer equipment, motor oil, etc.

### **BOTTOM ROW: Solid Waste for Disposal Only:**

Provide requested information in corresponding boxes. Identify the 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 hauler that transports your business' solid waste to a facility for disposal. *For example, 1-twenty cubic yard roll-off X 4 times a month.*

***Important: This form will be returned to you if this section is not completed.***

### **Signature Lines:**

A corporate officer must sign the form and print his/her name and the company name.

***Important: This form will be returned to you if this section is not completed.***

## BUSINESS RECYCLING AND WASTE REDUCTION PLAN

Refer to the Montgomery County Business Recycling Regulation Handbook for guidance on recycling and completing your Plan.

Send completed Plan to: Division of Solid Waste Services, Attn: SORRT, 101 Monroe Street, 6th Floor, Rockville, MD 20850

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Recycling Program Contact Person: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

**IF GOVERNMENT AGENCY, CHECK APPLICABLE:** County  State  Federal

**If your business leases property at above address, provide property owner or manager name:**

Property Owner/Manager Name: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Property Owner/Manager Mailing Address: \_\_\_\_\_

**NUMBER OF EMPLOYEES:** \_\_\_\_\_ (Employee means person working 20 or more hours a week for more than 6 months in a calendar year.)

**Total square feet of building space occupied:** \_\_\_\_\_ Square Feet

**Total acreage of green area (landscaped and grassy area), if applicable:** \_\_\_\_\_ Acres

**BUSINESS TYPE** (Check all that apply):

- |  |   |                                     |  |
|--|---|-------------------------------------|--|
| <input type="checkbox"/> BAR/RESTAURANT      | <input type="checkbox"/> OFFICE                 | <input type="checkbox"/> WHOLESALE  | <input type="checkbox"/> AGRICULTURAL  |
| <input type="checkbox"/> RETAIL, NON-GROCER  | <input type="checkbox"/> RETAIL, GROCER         | <input type="checkbox"/> LABORATORY | <input type="checkbox"/> MANUFACTURING |
| <input type="checkbox"/> SOCIAL SERVICES     | <input type="checkbox"/> HOTEL                  | <input type="checkbox"/> HOSPITAL   | <input type="checkbox"/> EDUCATION     |
| <input type="checkbox"/> HOME-BASED BUSINESS | <input type="checkbox"/> OTHER (Please Specify) |                                     |  |

Standard Industrial Classification (SIC) Code: \_\_\_\_\_ (If Known)

**Who will submit your Annual Report? Check appropriate box and provide requested information:**

Self     Property Manager/Owner     Central Business Office     Other: \_\_\_\_\_

Name of Person responsible for submitting Annual Report: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

### MULTIPLE SITE BUSINESSES:

- Check this box if this Plan covers your business at more than one location within the County. Attach a list of the addresses of all in-County business locations, on-site contact person, the number of employees working and approximate square feet occupied at each location.

**FOR DSWS USE ONLY – DO NOT WRITE BELOW THIS LINE**

**DIVISION OF SOLID WASTE SERVICES APPROVAL BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXEMPTION STATUS:** \_\_\_\_\_ **Approval Sent:** \_\_\_\_\_

**Montgomery County SORRT Program**

**PLAN FOR RECYCLING AND DISPOSING SOLID WASTE**

**DATE PLAN SUBMITTED:** \_\_\_\_\_

MATERIAL (Circle type where applicable)	Total Number and Size of central collection containers used by business(es) covered under this Plan and number of pick-ups per month. (Estimate pick-ups if necessary)	Name and Phone Number of company hauling/handling materials (if self-hauled, indicate facility/phone number where materials are delivered to)	WASTE REDUCTION PROGRAM (Check if applicable & attach separate page to describe)	Check Box if Exemption Request Form is required **
REQUIRED MATERIALS FOR RECYCLING, REUSE, OR BEING SOURCE REDUCED				
MIXED PAPER:			<input type="checkbox"/>	<input type="checkbox"/>
WHITE OFFICE PAPER			<input type="checkbox"/>	<input type="checkbox"/>
CORRUGATED CARDBOARD			<input type="checkbox"/>	<input type="checkbox"/>
NEWSPAPER			<input type="checkbox"/>	<input type="checkbox"/>
COMMINGLED MATERIALS			<input type="checkbox"/>	<input type="checkbox"/>
ALUMINUM CANS			<input type="checkbox"/>	<input type="checkbox"/>
STEEL/TIN CANS			<input type="checkbox"/>	<input type="checkbox"/>
PLASTIC BOTTLES AND CONTAINERS			<input type="checkbox"/>	<input type="checkbox"/>
GLASS BOTTLES & JARS			<input type="checkbox"/>	<input type="checkbox"/>
YARD TRIM Leaves Grass Brush			<input type="checkbox"/>	<input type="checkbox"/>
CHRISTMAS TREES			<input type="checkbox"/>	<input type="checkbox"/>
SCRAP METAL			<input type="checkbox"/>	<input type="checkbox"/>
VOLUNTARY MATERIALS FOR RECYCLING, REUSE OR SOURCE REDUCTION (Attach list of other materials as needed)				
MATERIAL:				N/A
MATERIAL:				N/A
SOLID WASTE FOR DISPOSAL ONLY — BELOW THIS LINE				
SOLID WASTE FOR DISPOSAL (Trash)				N/A

\*\* DSWS will contact you to schedule a site inspection and provide you an Exemption Request Form.

Signature of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_ Print Name of Signatory and Company Name \_\_\_\_\_

I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with applicable County Recycling Regulation 15-04AM, which requires recycling and reporting by my business, and confirm that the above program will be implemented in accordance with the applicable schedule.

Signature of Responsible Corporate Officer \_\_\_\_\_ Date \_\_\_\_\_ Print Name of Signatory \_\_\_\_\_



## ***Section 4: Guide to Completing Annual Report Forms***

All large and medium-sized businesses in Montgomery County are required to submit an annual recycling and waste reduction report (referred to as the Annual Report). In addition, small businesses may be required to submit a form upon DSWS request.

The purpose of the Annual Report is to provide the County with information on how much and what kind of material businesses are recycling in each calendar year. The Annual Report also provides the County with information on 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.

To determine the annual quantity of material your business is recycling and disposing as waste, consult with your collection company(ies). Your collection company should be able to provide you with all the information you'll need to complete the Annual Report. If your collection company(ies) cannot provide this information, you may need to estimate the quantity using the Recycling Containers and Capacity Estimates chart found in Section 7 (of the Montgomery County Business Recycling Regulation Handbook.)

The County recommends tracking this data monthly and totaling it when you are preparing your Annual Report. Ask your collection company to provide monthly tonnage reports (weight receipts) along with its invoice for services. Businesses are required to maintain copies of contracts and/or invoices for inspection and copying by the County for verification purposes.

If your business is located in a multi-tenant facility, your property manager/owner is required to file an Annual Report on behalf of your business. However, it is your responsibility to make sure your property manager has properly filed the Annual Report. This means the Annual Report must name your business specifically, and provide the following information: an on-site contact, number of employees, and square footage occupied by your business.

If your business has several offices located throughout the County, you may file one Annual Report to cover all sites. However, you must include the address, on-site contact, number of employees, and square footage occupied for each site.

Annual Reports will be reviewed, field verified and audited by the County through on-site field evaluation. The County will provide notification to the business indicating the recycling rate as calculated by the data provided in the report.

## **Submission Dates for Annual Business Recycling and Waste Reduction Report:**

Annual reports covering the previous calendar year are due as follows:

- **Large businesses** (250 or more on-site employees): on or before **February 1st**
- **Medium businesses** (100-249 on-site employees): **on or before March 1st**
- **Small businesses** (fewer than 100 on-site employees): Initially due **within 60 days** of receiving a written request for filing an annual report from DSWS. From that time forward, each year, small businesses must prepare and submit reports on or before **March 1st**
- **Property owners of multi-tenant facilities:** on or before **March 1st**

***Please note: failure to file an annual report to the County is a class B violation of Montgomery County Code, subject to a fine of at least \$100.00.***

## **STEP-BY-STEP GUIDANCE FOR FILING ANNUAL REPORTS:**

These instructions provide an explanation of what is required in each section of the Annual Report.

### **ITEMS ON PAGE 1:**

#### **Business Name:**

Provide the complete legal name of your business. All businesses, including health care facilities, government offices (federal, state and local), private and public schools and non-profit organizations are required to submit Annual Reports.

#### **Mailing Address:**

Provide the suite or room number, street address, building name, city, and zip code of your business. If you have a different mailing address, please attach.

#### **Phone Number:**

Provide the phone number of your business, including area code.

#### **Recycling Program Contact Person:**

Provide the full name of the person employed by your business who will be available to County staff to answer questions about this Annual Report.

#### **Contact Person Email:**

Provide an email for the contact person, if applicable.

#### **Business Website:**

Provide website of the business, if applicable.

#### **Relationship to the Business for Whom Report Is Being Filed:**

Check the box that indicates whether you are filing for the business stated above, or on behalf of another business.

### **List Businesses Covered by Annual Report:**

If you are filing this report on behalf of another business (such as property manager filing for tenants), provide the name of the business, the name of an on-site contact, the address and phone number of the business, the number of employees, and the square footage occupied by the business. Attach a separate page for more than six businesses.

### **Government Agency:**

If you are a government agency, check the relevant level of government. If none of these categories applies to you, write in the type of authority under which you operate.

### **Employee Number:**

Provide the total number of full-time employees at this particular site. An employee is defined as a person working 20 hours or more per week, for more than six months in a calendar year. If this Annual Report is being submitted for multiple business sites, provide the total number of employees covered by this Annual Report and provide the number of employees working at each site—include this detail on a separate page.

### **Total Square Feet of Building Space Occupied:**

Provide the total square footage your business occupies at this particular site. If this Annual Report is being submitted for multiple business sites, provide the total square footage of space occupied by all businesses covered by this Annual Report and also provide the individual square footage occupied by each business at each site—include this detail on a separate page.

### **Total Acreage of Green Area, If Applicable:**

*Regardless of who maintains it*, provide the total acreage of the site on which your building is situated that is covered by vegetation like grass, landscaping, trees, and shrubs. If you are in an urban area of the County (e.g., Bethesda, Silver Spring) which has limited green area and your building is completely surrounded by asphalt, sidewalk, etc., indicate NONE.

### **ITEMS ON PAGE 2:**

#### **Annual Report for Previous Calendar Year:**

This is the location on the Annual Report for you to provide detail on how much your business has recycled and/or reduced materials in the previous calendar year. The materials identified in the left-hand column include all of the required recyclables.

**Year:** Indicate the year for which this Annual Report is being filed.

### **FIRST COLUMN:**

#### **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 the quantities provided to you by your collector are not in pounds,

refer to the Volume/Weight Conversion Chart in Section 7 of the *Montgomery County Business Recycling Regulation Handbook*.

If your business recycles paper by type, as opposed to mixed paper, please indicate the specific types of paper that are being separately collected for recycling. For example, if your business recycles white office paper separately, indicate the amount of white paper recycled, and the amount of mixed paper recycled. Please note the all paper products listed under the definition of mixed paper in Section 7 of the *Montgomery County Business Recycling Regulation Handbook* must be recycled if generated.

If your business contracts with a document destruction company for shredding confidential paper, please indicate the amount of shredded paper recycled with the white office or mixed paper categories.

If your program collects food and beverage containers (aluminum cans and foil products, steel and tin cans, plastic bottles and containers, and glass bottles and jars) mixed together, report the information on the line for “commingled containers.” On the line corresponding to each individual container type collected in a commingled manner (e.g., glass and aluminum) write “see commingled container line.” Refer to the Recyclable Materials – Definitions list in Section 7 of this handbook for a description of each material type.

Under yard waste (also referred to as yard trim), circle the type of yard waste (i.e., grass clippings, brush, leaves, other trimmings) your business recycles. *Remember, yard waste is one of the required materials to be recycled if it is generated on your site.* 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 need to fill in information on how the yard waste is being recycled.*

Please add any other material that your business recycles that is not required for recycling under Executive Regulation 15-04AM. Please add a separate page if needed.

## **SECOND COLUMN:**

### **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, compactor/roll-off(s), and roll-off(s), a size description for the centralized containers, and the number of times each month those containers are collected. Example: “Five (5) 30-cubic-yard roll-off containers x three times per month,” written in the column next to mixed paper means that your business has five 30-cubic-yard containers in which mixed paper is centrally collected, and these containers are emptied by the recycling company three times a month. 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. (This would apply to a business whose property manager or custodian collects recyclables from each office or station and consolidates material with other businesses or tenants.)

### **THIRD COLUMN:**

#### **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. If your business self-hauls a material to a recycling center, indicate "Self" in the space provided and document the complete name of the facility and phone number (with area code) receiving the material. If your business sends recyclable materials back to a central warehouse, please write "back-haul" and write the address and telephone number of that location receiving your recyclables. Under the category Solid Waste for Disposal, indicate the complete name and phone number (with area code) of the licensed hauler or collector responsible for disposing of your business' trash.

### **FOURTH COLUMN:**

#### **Waste Reduction Program:**

The regulation requires your business to recycle and reduce the amount of waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 70 percent annually, by volume or weight. Therefore, it is important to report any waste reduction efforts that your business has undertaken. List the material(s) for which your business has implemented a waste reduction program, and on a separate page, provide detail on how the technique works and its results. Include how your business educated its employees about the waste reduction program.

### **FIFTH COLUMN:**

#### **Check Box if Exemption Request Form is Required:**

If your business cannot recycle any of the required categories of materials, put a check mark in the box(es) corresponding to the material(s) in order to obtain an Exemption Request Form. Upon receipt of your request, DSWS will provide you with the standard Exemption Request Form for submission to DSWS, and then will schedule a site visit. Exemption requests will be judged on the following criteria: (1) recycling the material poses an extreme financial hardship due to the increased cost of recycling in relation to what it costs to dispose of that material; (2) unavailability of on-site or proximate off-site location to prepare and store material(s) for recycling; (3) unavailability of markets for the specified material.

***NOTE: For any of the required materials you do not generate, write "DO NOT GENERATE" in the space for those materials.***

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*Do not leave any space blank without giving an explanation. This avoids potential delays in the approval of your Annual Report, or the need for additional discussion between you and the County.*

**Voluntary Materials for Recycling, Reuse or Source Reduction:**

List any other materials your business recycles, reuses or reduces through a waste reduction program, such as: computer equipment, toner cartridges, wood pallets, etc.

**BOTTOM ROW:**

**Solid Waste for Disposal Only:**

Provide the quantity of solid waste that was disposed during the calendar year for which you are filing this report. Your collector may be able to provide this information. Identify the 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 hauler or collector that transports your business' solid waste to a facility for disposal. For example, 1-twenty cubic yard compactor x 4 times a month. If you leave this information blank, your annual report will be considered incomplete and DSWS will contact you in writing or by telephone to determine this information.

**Signature Lines:**

The person preparing the Annual Report must sign the form and print his/her name and the company name. In addition, a corporate officer responsible for overseeing compliance with the regulations must also sign the form and print her/his name. Annual reports will not be accepted without both signatures.

**ITEMS ON PAGE 3:**

**Required Information:**

Provide information about the progress in waste reduction and reuse efforts undertaken, as well as a description of the property management's or business' efforts to educate tenants and/or employees about its recycling program. Also provide information about procurement and buying practices that your business has instituted for buying recycled-content products.

**Copies of Annual Report:**

Please make copies of the blank form for you to file this report. An on-line version of the annual report can be found on the SORRT (Smart Organizations Reduce and Recycle Tons) website at [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling). You may also call DSWS at 3-1-1 or (240) 777-0311 to receive a copy in the mail.

# ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT

Refer to the Montgomery County Business Recycling Regulation Handbook for guidance on recycling and completing this Report.  
Send completed Report to: Division of Solid Waste Services, Attn: SORRT, 101 Monroe Street, 6th Floor, Rockville, MD 20850

## Business filing this Annual Report, provide:

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

## What is your relationship to the business(es) for whom this Annual Report is being filed?

(Check the box that corresponds to appropriate description.)

- I'm filing for my business at the above address only.
- I'm a **Property Manager** filing for one or more tenant(s) leasing property at a single site.  
*If address of the building occupied by your tenant(s) is different from the address provided above, provide address of building occupied by your tenant(s) covered by this Report: \_\_\_\_\_*
- Business **Headquarters** filing for multiple business locations in the County.  
*Provide the address of each location that is covered under this report.*
- I'm a **Collector** filing for my customer. (NOTE: One Annual Report per customer)  
*Provide the business name, address, contact name and phone number of the customer whom this report covers.*
- Other. Explain relationship: \_\_\_\_\_

## LIST BUSINESS(ES) COVERED BY THIS ANNUAL REPORT, IF APPLICABLE.

BUSINESS NAME & ON-SITE CONTACT PERSON	PHONE NUMBER and ADDRESS	EMPLOYEE NUMBER	SQUARE FEET
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach a separate page for additional business(es).)

If Government Agency, check applicable: County  State  Federal  Other \_\_\_\_\_

**Total number of employees covered by this Report:** \_\_\_\_\_ (Employee means person working 20 or more hours per week for more than 6 months in a calendar year.)

**Total square feet of building space covered by this Report:** \_\_\_\_\_ Square Feet

**Total acreage of green area (landscaped and grassy area) covered by this Report, if applicable:** \_\_\_\_\_ Acres

### FOR DSWS USE ONLY – DO NOT WRITE BELOW THIS LINE

DIVISION OF SOLID WASTE SERVICES APPROVAL BY:

Date:

EXEMPTION STATUS:

CURRENT RECYCLING RATE:

PREVIOUS RECYCLING RATES:

VOLUNTARY RATE:

### Montgomery County SORRT Program

**ANNUAL REPORT FOR PREVIOUS CALENDAR YEAR** \_\_\_\_\_ **PROVIDE YEAR:** \_\_\_\_\_

MATERIAL (Circle type where applicable)	QUANTITY COLLECTED IN PREVIOUS CALENDAR YEAR –Report in Pounds/Yr. (Refer to Volume-Weight Conversion Chart in your Handbook if needed)	Number and Size of central collection containers* and number of pick-ups per month, if different from previous submission	Name and Phone Number of company hauling/handling materials	WASTE REDUCTION PROGRAM (Check if applicable & attach separate page to describe)	Check Box if Exemption Request Form is required **
<b>REQUIRED MATERIALS FOR RECYCLING, REUSE, OR BEING SOURCE REDUCED</b>					
MIXED PAPER:	Pounds/Yr.				<input type="checkbox"/>
WHITE OFFICE PAPER	Pounds/Yr.				<input type="checkbox"/>
CORRUGATED CARDBOARD	Pounds/Yr.				<input type="checkbox"/>
NEWSPAPER	Pounds/Yr.				<input type="checkbox"/>
COMMINGLED MATERIALS	Pounds/Yr.				<input type="checkbox"/>
ALUMINUM CANS	Pounds/Yr.				<input type="checkbox"/>
STEEL/TIN CANS	Pounds/Yr.				<input type="checkbox"/>
PLASTIC BOTTLES AND CONTAINERS	Pounds/Yr.				<input type="checkbox"/>
GLASS BOTTLES & JARS	Pounds/Yr.				<input type="checkbox"/>
YARD TRIM Leaves Grass Brush	Pounds/Yr.				<input type="checkbox"/>
CHRISTMAS TREES	Pounds/Yr.				<input type="checkbox"/>
SCRAP METAL	Pounds/Yr.				<input type="checkbox"/>
<b>VOLUNTARY MATERIALS FOR RECYCLING, REUSE OR SOURCE REDUCTION (Attach list of other materials as needed)</b>					
MATERIAL:					N/A
MATERIAL:					N/A
<b>SOLID WASTE FOR DISPOSAL ONLY — BELOW THIS LINE</b>					
SOLID WASTE FOR DISPOSAL (Trash)	Pounds/Yr.				N/A

\* List Container Types.

\*\* DSWS will contact you to schedule a site inspection and provide you an Exemption Request Form.

Signature of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_ Print Name of Signatory and Company Name \_\_\_\_\_

I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with applicable County Recycling Regulation 15-04AM, which requires recycling and reporting by my business, and confirm that the above program will be implemented in accordance with the applicable schedule.

Signature of Responsible Corporate Officer \_\_\_\_\_ Date \_\_\_\_\_ Print Name of Signatory \_\_\_\_\_



*This page was left blank intentionally.*

**Montgomery County SORRT Program**

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## Section 5: Reduce Waste—Save Money and Resources



Reducing waste makes good business sense. That's because every pound of waste you generate costs your business money. So it just makes sense that by reducing waste, you'll save your business money.

Reducing waste involves preventing waste by cutting down on the amount or toxicity of waste in the design, manufacture, purchase and use of materials. It is the best method of controlling waste because it creates less waste in the first place.

By making just a few simple changes in the way your business handles its waste, you can save money in the long run. For instance, by simply eliminating paper memos or a layer of shipping material, you will save money on procurement, handling and disposal costs.

Waste reduction benefits the environment, too. It helps conserve natural resources, saves energy and reduces the need for additional disposal capacity. It also reduces the pollution associated with the manufacture of products. In addition, reducing the amount of hazardous constituents in goods can reduce potential management problems at disposal facilities when these items are discarded.

### Reducing Waste Benefits Your Business

Reducing waste produces many environmental advantages. But it also offers numerous advantages to your business. These include:

- Economic advantages. Potential economic advantages of waste reduction include reduced waste disposal fees, savings in material and supply costs, revenues from marketing reusable materials and savings from more efficient work practices.
- Enhanced corporate image. Your enhanced corporate image as an environmentally conscious business can attract and maintain customers. Research shows that more and more consumers and businesses consider a firm's environmental record when making purchasing decisions.
- Improved employee morale. Your employees may appreciate your efforts to prevent waste. This heightened morale could increase employee enthusiasm and productivity.

- Compliance with County recycling regulations and goals. The County has set a goal of to reduce waste and recycle 70 percent of waste generated by 2020. But

recycling alone will not achieve this ambitious goal. Businesses will have to reduce the amount of waste they produce to make the 70 percent goal a reality.

## Your Business Has Many Waste Reduction Options

Waste reduction activities include, but are not limited to:

- Reusing a product or package in its original form
- Changing purchasing, management, consumption or waste-generation practices to lower the amount or toxicity of waste generated.
- Increasing the life-span of a product or package
- Reducing or eliminating the amount or toxicity of the material used and ultimately disposed

Your business has many options for reducing waste. The more you implement, the more you'll reduce. Try adopting a few at a time. Once you get started, you'll see just how easy it is to integrate waste reduction into your work practices. A detailed list of suggestions is found at the end of this section.

## Encourage Your Suppliers To Reduce Waste

Your waste reduction efforts can reach beyond the four walls of your business. Encourage suppliers to minimize the amount of packaging used to protect their products, or seek new suppliers who offer products with minimal packaging. Work with suppliers to make arrangements for returning shipping materials such as crates, cartons and pallets for reuse.

## Preventing Paper Waste

Most likely, paper is one of the largest components of your solid waste stream. There are many ways businesses can use paper more efficiently, including:

- Sending messages via electronic mail
- Printing fewer copies of reports
- Posting memos in a central location
- Storing computer documents on disk rather than making hard-copy files
- Using smaller fonts to save space
- Making note pads from scrap papers

### **Montgomery County SORRT Program**

## If They Can Do It...

Some businesses have saved thousands of dollars a year by implementing a few simple waste reduction measures. By cutting down on the amount and/or toxicity of the waste your business generates, you often can save money, increase productivity, attract customers and help protect the environment.

While your program will be tailored to your business' needs, you can learn a great deal from the experiences of these area businesses.

**Axcelis Technologies** has had tremendous success reducing waste by reusing office supplies whenever possible. Axcelis diligently saves and reuses non-recyclable packing peanuts. Axcelis's commitment to reusing packing materials not only saves money, but also keeps several hundred cubic feet of packing peanuts from entering the waste stream annually. To reuse packing materials, Axcelis suggests saving Styrofoam peanuts from incoming shipments in a large container until needed again.

Reuse does not just have to occur within your company. Axcelis donates items no longer needed by the company to local charitable organizations. Items such as office supplies, furniture, vehicles and computers are always very much appreciated by those in need. When donating items for reuse, you are not only helping the environment, but you may also be eligible for a money saving tax deduction.

**Potomac Electric Power Company (PEPCO)** prevents a great deal of unwanted paper from entering the waste stream by striving to use as many paper alternatives as possible. PEPCO's office team has found that email effectively eliminates the need for phone message pads, scrap paper and hand-written memos. Management contributes to the paperless effort by not making unnecessary photocopies of documents for department or company wide distribution. Instead, important memos are posted on a message board that employees know to check on a regular basis.

PEPCO has successfully managed to prevent hundreds of Styrofoam cups, plastic bottles and cans from being thrown away each day. To do this, employees are strongly encouraged to bring their own mugs or cups to fill with their beverage of choice. Many conscientious PEPCO employees also take care to pack waste free lunches by bringing reusable lunch bags and plastic containers.

When your company sets strong environmental values like PEPCO and Axcelis have, employees are often excited to join the effort to reduce, reuse and recycle.

## HERE'S HOW TO DEVELOP YOUR WASTE REDUCTION EFFORT

Your business already may have adopted some waste reduction procedures such as reducing paper consumption through the use of electronic mail or making double-sided copies. But



there probably are many more steps you can take to reduce waste and save money, ranging from simple alterations in everyday business operations to large-scale initiatives.

The following are step-by-step instructions to get your waste reduction program started (or expand your existing effort). Get started today—you're sure to see the results almost immediately.

## Getting Started

A waste reduction program is most successful when everyone is aware and involved. When setting up your waste reduction program, remember to include:

### ✓ *Top-down support*

As with your recycling program, the success of your waste reduction effort is greatly enhanced by the support of top management. Top management should endorse your effort at its onset. Once the program is operational, managers should continue their support by endorsing program goals and encouraging employee commitment and participation.

### ✓ *The waste reduction team*

Establish a team of employees to help plan, design, implement and maintain your waste reduction program. The size of the team should be related to the size of your business—a larger business probably will need a larger team than will a five-person business. Be sure to appoint a leader who is knowledgeable and motivated about waste reduction. This person will act as a liaison between management, employees and the waste reduction team.

You may want to ask your recycling coordinator to serve as the leader. However, you may also look beyond the recycling coordinator, to someone in procurement or an employee with a commitment to the environment or cost reduction, to serve as the team leader. The team's responsibilities will include:

- Working with your business to set the preliminary and long-term goals of the waste reduction program
- Promoting the program to employees and motivating them to participate
- Monitoring the progress of the program
- Periodically reporting to management about the status of the program
- Gathering and analyzing information relevant to the design and implementation of the program (This is done through a waste assessment, explained on the next page.)

### ✓ *Goal setting*

Perform a waste assessment to collect data (see instructions beginning on next page) on your current waste collection and disposal procedures and on the types and amounts of waste produced. From this baseline information, work with management to establish and record realistic, measurable goals for waste reduction. These goals might include collecting revenues from

## Montgomery County SORRT Program

the exchange of materials or reducing inefficiencies in operations.

### ✓ *Employee involvement*

Keep employees apprised of the program and actively encourage their participation. To emphasize the program's high priority, begin with an announcement from the owner or chief executive officer. The announcement should:

- Explain how waste reduction can benefit both the business and the environment
- Encourage employees to offer suggestions to the team leader
- Outline the design and implementation stages of the program

In addition, circulate memos and reminders periodically to maintain employee support and participation. Consider offering incentive awards to employees most committed to waste reduction.

## **Conducting a Waste Assessment**

Once you've established a framework for your waste reduction program, you're ready to conduct a waste assessment. While this step is not necessary to begin reducing waste, the data gathered can provide you with a much greater understanding of the amount and type of waste your business generates.

The data you collect can be used to identify and evaluate potential waste reduction options, including alternative purchasing practices, reuse, material exchanges and composting. The waste assessment also will enable you to examine current waste reduction practices, and to quantify them.

If you do not have the time or resources to conduct a waste assessment, use industry averages of the amount of waste generated by businesses in your field (industry associations should have this information) to approximate the amount and type of waste your business generates. While this information will not be as accurate as that provided by a waste assessment, it is a good starting point.

Your waste assessment should consist of one or all of these three methods of data collection:

### **1. Examining facility records**

Take a look at the following types of records to gauge your business' waste generation and removal practices: purchasing, inventory, maintenance and operating logs; supply, equipment and raw materials invoices; equipment service contracts; repair invoices; waste/recycling collection records and contracts; contracts with recycling facilities and records of earned revenues from recycling.

### **2. Conducting a facility walk-through**

Tour your business to observe the activities of different departments, and talk with employees about waste-producing activities and equipment. A walk-through is a relatively quick way to

examine your waste-generating practices.

You will see the type and amount of waste produced, identify waste-generating activities and equipment, detect inefficiencies in operations, observe the layout and operations of various departments, assess available space and equipment that could be used for storage, assess current waste reduction efforts and collect other information through discussions with employees.

While the records examination provides you with data, the walk-through is an opportunity to observe the connection between the types of waste generated and the actual waste-generating activities or processes.

### 3. Performing a waste sort

A waste sort will provide you with more information than a review of records or a walk-through. It involves the collection, sorting and weighing of a representative sample of your business' waste. The goal of the sort is to identify each waste component and calculate its percentage of the waste your business generates. It can focus either on all your waste or it can target specific areas.

Be sure to document all information gained through the assessment. This information will serve as baseline information from which you will develop and evaluate your program.

## Selecting, Implementing and Monitoring Waste Reduction Options

The information collected in the waste assessment can be used to list, analyze and choose appropriate waste reduction measures for your business.

Use the findings from the waste assessment to list all the possible waste reduction, composting, materials exchange and purchasing measures you feel would be effective. The list should be compiled based on the goals of your waste reduction program. Then assess the list for its feasibility; determine if the options substantially reduce waste removal costs, reduce purchase costs, have low start-up costs or boost employee morale. You'll need to weigh these criteria based on your own particular goals.

Evaluate which options are most appropriate for your program by considering the benefits and drawbacks of each. After evaluating the options, review the long-term feasibility of the program as a whole. Remember that successful programs can be designed around complementary options that take advantage of their different strengths. For instance, the cost of implementing an expensive option could be offset by savings from another option or its own overall benefit.

Once you've determined which waste reduction measures will work for your business, it's time to implement them. You may want to build your program slowly, implementing a few options at a time. This way, staff are not overwhelmed by changes in procedure, and you'll have an opportunity to identify, assess and solve any issues in the program's early stages. Be sure that all employees are aware of your waste reduction program, and know their role in it. In addition,

update staff as your program evolves. Encourage them to submit new ideas on increasing your program's efficiency.

Evaluate your program on occasion, since waste reduction is a dynamic process. Keep track of its successes, identify new areas for waste reduction, identify areas for improvement in your current program and be sure to provide documentation to the County in your recycling plan and annual report. Your program should be active and dynamic, with applications to future purchases and procedures as well as existing ones. Resolve to consider waste reduction in all your future business practices.

## **Business Waste Reduction Techniques**

This SORRT document describes programs your business or organization can implement to reduce waste that would otherwise be disposed. It includes proven techniques used by other organizations throughout the County and the country.

**Waste Reduction**, also known as Source Reduction, includes programs for the reduction of the amount or toxicity of waste including, but not limited to the design, manufacture, purchase and use of materials or products (including packaging) in ways that reduce their amount or toxicity before they enter the waste stream for disposal; it is based on the premise that it makes more sense to prevent waste than manage it. Waste reduction activities include, but are not limited to: reusing a product or package in its original form; increasing the life-span of a product or package; reducing or eliminating the amount of toxicity of the material used and ultimately disposed; or changing purchasing, management, consumption, or waste generation practices to lower the amount or toxicity of waste generated.

*(Modified from Reducing Waste in Your Business, Washington State Department of Energy)*

### **FOR WRITING/PRINTING PAPER:**

- Make double-sided copies, when possible
- Keep mailing lists current
- Make scratch pads from used paper
- Reuse envelopes or use two-way envelopes
- Circulate memos, documents, periodicals, and reports rather than individual copies
- Use outdated letterhead for in-house memos
- Save documents on disks instead of making hard copies
- Use voice or electronic mail or put messages on a chalkboard or central bulletin board. Do not print e-mails unless it is necessary.
- Buy recycled paper
- Reduce production errors
- Print more words on each page
- Eliminate unnecessary reports
- Reuse manila envelopes
- Where appropriate, use non-toxic fluids and art supplies in your graphic arts department and general use
- Maintain central files instead of filing in multiple files
- Proof documents on the computer screen before printing
- Donate old magazines and journals to hospitals, clinics, or libraries

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- Reduce the amount of advertising mail you receive by writing to:  
DMAchoice  
Direct Marketing Association  
PO Box 643  
Carmel, NY 10512

and ask that your business be removed from mailing lists. Registration may also be completed online through the DMA website at: [www.dmachoice.org](http://www.dmachoice.org).

### **FOR PACKAGING:**

- Order merchandise with minimal packaging, in concentrated form, and in bulk
- Ask suppliers to minimize packaging on orders
- Request that deliveries be shipped in reusable returnable containers
- Return, reuse, and repair wooden pallets (see Section 7 of SORRT Handbook)
- Reuse newspaper and shredded paper for packaging
- Reuse foam “peanuts,” “bubble wrap,” and cardboard boxes, or find someone who can
- Set up a system for returning cardboard boxes and foam “peanuts” to distributors for reuse
- Use reusable boxes for shipping to branch offices, stores, and warehouses
- Where appropriate, consider rebuilding or fixing packaging material (e.g., reels, wooden pallets)

### **FOR EQUIPMENT:**

- Consider renting equipment that is used occasionally
- Consider using repaired or re-manufactured office equipment (computers, telephones)
- Invest in equipment that facilitates waste reduction, where feasible, such as: high quality, durable, repairable equipment copiers that make two-sided copies
- Institute maintenance practices to prolong the use of copiers, computers, and other equipment
- Reclaim usable parts from old equipment
- Rotate tires on company vehicles on a regular basis to prolong tire life.
- Keep tires properly inflated
- Find uses for worn out tires (e.g., landscaping, swings)
- Recharge or rebuild fax and printer cartridges
- Consider using rechargeable batteries
- Consider installing reusable furnace and air conditioner filters
- If unable to compost on-site, ensure yard trimmings (leaves, grass, and brush) are sent to a composting facility (Montgomery County offers reduced tip fee for clean loads of yard trim at its recycling center)

Sell or give old furniture and equipment to employees, or donate it to a local charitable organization; the Washington area has many charitable organizations that are in need of office furniture (see SORRT List of Organizations Offering Reuse Opportunities).

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### ***FOR LANDSCAPING/ORGANICS:***

- Use a mulching lawnmower (time savings should reduce cost of lawn maintenance and reduce need for fertilizers)
- Compost grass clippings and leaves or request your landscape contractor to compost these items
- Use compost as a top dressing or topsoil amendment and request the landscape contractor to use it as well
- Choose a landscape design that needs low maintenance
- Leave grass clippings on lawn

### ***FOR PURCHASING:***

Substitute less toxic or non-toxic materials for toxic materials (i.e., some inks, paints, cleaning solvents)

- Where appropriate, use products which promote waste reduction (durable, concentrated, recyclable, reusable, high quality)
- Order supplies by voice mail or electronic mail
- Buy products that can be accepted for recycling at a local recycling center
- Consider using optical scanners, which give more details about inventory, allowing more precise ordering
- Where appropriate, order supplies in bulk to reduce excess packaging
- Avoid ordering excess supplies that will never be used – maintain inventory control

### ***FOR OVER-STOCKED, EXCHANGEABLE ITEMS:***

- Donate surplus produce and past-pull date perishables to local food banks if still edible (check with food banks first)
- Make arrangements to donate or exchange surplus and reusable waste items
- Set up an area in your business for employees to exchange unused items
- Donate used and surplus building and construction material to the County's *Don't Dump Donate* program

### ***FOR FOOD AND PERSONAL SERVICE AND EMPLOYEE LOUNGES:***

- Consider using durable towels, tablecloths, napkins, dishes, flatware, cups, and glasses
- Consider using cloth roll towels, hot air dryers, or large paper rolls in restrooms
- Offer smaller portion sizes (e.g., child's menu) to reduce food scraps
- Arrange to donate leftover food to charities or food programs
- Use unbleached coffee filters
- Encourage customers to take home extra food (use recyclable packaging such as aluminum foil or #1 PET plastic clamshell containers)
- Purchase condiments in bulk and use reusable containers instead of single-serve packets

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### *IN RETAIL AND WHOLESALE:*

Teach your customers about the importance of reducing waste. Effective tools for getting across the message include: promotional campaigns, brochures and newsletters (remember to use recycled paper), banners, newspaper advertisements, product displays, special store signs and labels to promote products that are refillable, reusable and recyclable.

Encourage reuse of shopping bags by offering customers the choice of buying their own bag, complimenting customers who reuse bags, or providing a financial incentive for reuse.

Offer customers a rebate or price cut when they reuse grocery bags, containers, mugs, or cups for refills.

Provide a choice of products that include products that can be recycled locally and are made of recycled fiber or material.

Offer customers waste-reducing choices, such as:

- Items in bulk or concentrate
- Solar-powered items, such as watches, calculators, and flashlights
- Rechargeable batteries
- Razors with replaceable blades
- Durable merchandise
- Repairable merchandise
- Refillable bottles
- Encourage the return of metal hangers at the dry cleaners

## REDUCING AND RECYCLING YARD TRIMMINGS

When developing a plan to properly reduce and recycle yard trimmings (i.e., leaves, grass clippings, brush, garden trimmings and other plant materials), consider implementing the following, preferred management hierarchy:

### **Reduce Waste Generation**



**Slow down the growth rate** – especially useful with managing grass clippings. Reducing the amount of fertilizer applied will reduce the amount of foliage growth

and clippings. By grasscycling – leaving grass clippings on the lawn areas when mowing – it is easy and economical to reduce nutrient application since the grass clippings serve as a nutrient source. Also, selecting slow-release fertilizers (sulfur-coated urea, etc.) will help develop long-term plant and root vigor while avoiding the explosive growth rate of quick-release fertilizers. Substituting compost as an organic top dressing also provides primary and micro-nutrients to turf areas. Lastly, check with your supplier or local dealer for more information regarding new, slower-growing hybrids and the possibility of employing hormonal growth regulators.

### **Select perennial or permanent plant materials**

– many parks and public gardens now choose to install perennial plant materials in beds and borders, rather than replacing annuals from season to season. Perennial plantings incur lower maintenance costs, provide long-term savings on plant materials,



produce less waste, provide better drought and disease resistance, while also responding to new design preferences – massing ornamental grasses, clumping native species, and so on.



### **Use alternatives in landscape design** – developing mulch

islands, expanding natural plantings to connect existing, scattered stands of trees, establishing large natural areas to replace turf, or using a variety of ground covers instead of grass also helps to reduce the volume of landscape trimmings generated. Sites employing such alternatives have seen reduced long-term maintenance efforts, improved natural habitat and scenic value, reduced energy costs for heating and cooling – where conservation plantings are emphasized – and reduced costs for plant replacement and feeding. These sites also serve as end-users of shredded leaves and brush, and “absorb” leaves which can simply be blown off the turf into these wooded, natural areas.

### **Recycle Materials On-site**

**Grasscycling** – mulching grass clippings back into lawns and turf areas is clearly the most cost effective measure in reducing waste, while deriving a tangible value in the form of free fertilizers and organic soil amendments.

Many firms traditionally have grass clippings collected and hauled away for recycling or disposal. Those clippings, however, repre-

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sent a considerable nutrient value, with over 50 pounds of nitrogen, 18 pounds of phosphorous, and over 45 pounds of potassium in a single ton of freshly-cut grass, which might have been returned to the soil at no extra cost to ensure continued turf vigor. Instead, those same clippings are often collected, which can take 40-50 percent of the time spent mowing (making that labor twice as expensive as necessary), or transporting to a transfer station/recycling center (more time, more expense – including tipping fees).

**Mulching** – use fallen leaves, pine straw, and woody landscape trimmings to enrich the landscape both aesthetically and environmentally, while reducing the need for purchased mulches and soil amendments, such as peat moss.

Obviously, heavily-treed landscapes produce large amounts of leaves.

Typical management practices have generally involved the use of high-decibel leaf blowers and hours - sometimes days of labor to corral those leaves for collection and costly removal. Several less expensive solutions present themselves:



**Mower-Mulching** – the process of mulching thin layers of leaves directly into the soil over turf areas using mowing equipment. Rather than collecting leaves from lawn areas, the leaves are

shredded by the mower’s blades and returned to the soil to add valuable minerals and organic matter.

**Shredder-Mulching** – rather than simply disposing of collected leaves, those leaves could be processed with one of the numerous shredding or grinding machines available for long- or short-term rental, reducing them to a fraction of their original size, and then applied several inches deep as a mulch in planting beds or around trees, shrubs, and foundation plantings.

**Chipping-Shredding** – often equipment suitable for shredding leaves can be used to chip brush, fallen limbs, and other woody prunings into either coarse or finely shredded wood mulch, which can then be used for pathways in natural areas, tot lots, or around trees and shrubs. Aging wood chips in a pile for six to twelve months will produce a darker, richer looking mulch and allow it to be used safely around tender herbaceous plants.

**Composting** – using yard trim materials collected from your grounds, such as shredded or whole leaves, grass clippings, weeds, discarded annuals, or trimmed flowers and hedges, can produce an unparalleled soil amendment, turf top dressing, and mulch which can help reduce or eliminate fertilizer, herbicide and pesticide applications. Composting also eliminates disposal costs and recycles landscape wastes into landscape resources.

Composting, even on a large scale, seldom requires more than access to a tractor-mounted front end loader and a suitable processing area.

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Smaller institutions, such as colleges, schools, public gardens, parks, and churches/synagogues, can often operate a composting system reusing old wooden pallets assembled in bin fashion.

Using compost as a top dressing on turf areas to rejuvenate soils and improve lawn health is becoming a standard practice for many golf courses and athletic fields, where environmental stresses often exceed those of corporate facilities. And when used as a mulch, compost provides essential nutrients while providing superior natural weed and disease suppression.

### ***Take Materials to an Approved Composting Facility***

Various jurisdictions in the metropolitan area allow for the operation of permitted yard trimming composting facilities. Some large-scale commercial facilities accept materials for a fee and then process the materials into a finished compost product for re-sale. Other smaller facilities, often associated with farms or nurseries, also allow landscapers, in some instances, to back-haul finished materials for use as a soil conditioner.

**Under no circumstances are yard trimming materials to be “dumped” at non-permitted sites; doing so constitutes illegal dumping.**

### ***Use the County Recycling Center***

Materials which cannot be processed on-site can be brought to the Montgomery County Shady Grove Processing Facility and Transfer Station located at 16101/16105 Frederick Road in Derwood (near the intersection of Route 355 and Shady Grove Road). There is a tipping fee for recycling appropriate landscaping materials, and facility users must be registered. Registration forms are available either at the scale house or by calling 3-1-1 or (240) 777-0311. The following procedures must be observed when recycling landscape trimmings:

#### **Keep brush separate from other materials**

Brush is processed through a tub grinder into shredded mulch which is available **for free** in unlimited quantities, both at the Recycling Center and at E.E. Halmos Park (off Bodmer Avenue) in Poolesville. Call 3-1-1 or (240) 777-0311 for more information.

**Leaves, grass, and other materials should be clean:** no rocks, plastic, wood, metal, construction debris, or soil. Sod and tender perennial rootballs should have as much dirt removed as possible.

**Stumps and logs are not accepted at the Recycling Center**

**Materials from out-of-county cannot be imported to the Montgomery County Recycling Facility**

For information regarding grasscycling, mulching, composting, landscape alteration, or the yard trim recycling program, contact the Division of Solid Waste Services at 3-1-1 or (240) 777-0311.

For tours of the Recycling Center, call 301-417-1433.

# Section 5 - 1: Implementing a Food Scrap Recycling Program



## Why Recycle Food Scraps?

Montgomery County, Maryland has a goal to reduce waste and recycle 70 percent of all waste generated in the County by 2020, and businesses play an important role in meeting this goal. The approximately 35,000 businesses operating in Montgomery County produce over half of all solid waste generated in the County. Based on the most recent waste composition study completed by the County, food scraps account for nearly 25 percent of the non-residential or commercial waste stream. By implementing a food scrap recycling program, your business or organization will help encourage the development of commercial food scrap recycling and composting facilities in the region and support increased access to food scrap recycling opportunities.

Food scraps are recycled and processed into soil amendments and fertilizers. Food scraps can be placed in special containerized systems or in long piles called windrows. Over a period of time, microorganisms consume the organic matter and break down materials, resulting in compost. This material is high in nutrients, which are essential for the healthy growth of trees, plants, and flowers. Compost also reduces the need for commercial fertilizers. Adding compost to soil significantly improves drainage of the soil, which reduces runoff from rain and melting snow.

Recycling food scraps may be cost-effective for your business since recycling collection is typically less expensive than trash disposal. Your business is not creating more waste — you are just separating food scraps and other biodegradable items into different containers for recycling collection. In the end, you may be able to reduce the amount of trash disposed by your business or organization, which may save money!

### **Montgomery County SORRT Program**

Setting up a food scrap recycling program at your business or organization takes some initial planning and coordinating. Here are some important steps to follow when establishing a food scrap recycling program:

### **1. Gain support from upper management.**

To ensure the success of your food scrap recycling program, it is important to gain the support of top management from the start. Food scrap recycling programs can be set up cost-effectively in most organizations. Management will typically embrace these positive aspects of setting up a food scrap recycling program:

- Potential for reduced waste collection and disposal costs.
- Improved corporate image through recognition as a green company within your community.
- Increased employee pride in their workplace.
- Significant positive impact on recycling efforts of Montgomery County, while also preserving the environment.

### **2. Develop a Food Scrap Recycling Collection Plan for your business with the help of your Recycling Coordinator.**

Any effective recycling program requires leadership. Since all businesses vary in layout, size, and types and quantities of waste generated, you should develop a plan in conjunction with your current recycling program that is unique to your business. Your recycling coordinator should be involved in this effort. If your business does not currently have a recycling coordinator, it is a good idea to designate an employee who can help plan your recycling efforts. Consider designating the office or facilities manager, or a particularly enthusiastic recycler at your company for this role.

Your Food Scrap Recycling Collection Plan should consider the following:

- Estimated amount of food scraps available for recycling at your organization.
- Protocols for the appropriate placement, maintenance, and cleanliness of the food scrap recycling containers.
- Strategy for ordering and re-ordering appropriate bins, containers, and supplies.
- Plan for transporting food scraps from interior food scrap recycling containers to centrally located collection containers, which are serviced by the food scrap

recycling collector/hauler contracted by your organization.

- Efforts to educate, train, and motivate employees and solicit their feedback and ideas.

### 3. Select a Food Scrap Recycling Collection/Hauling Service Provider.

It is important to select and contract with an experienced food scrap recycling collection service provider to transport your food scraps to a food scrap recycling processing facility. Working closely with your collector/hauler will allow you to develop the optimal food scrap recycling collection schedule and plan for your business. Be sure to consider the following factors:

- **Collection schedule:** This should maximize storage and collection of food scraps, while limiting the amount of time food remains on-site. Requesting collections after the majority of food preparation is completed and as late in the day as possible is most beneficial.
- **Allocated budget:** By maximizing the amount of materials recycled at your business or organization, you may actually reduce your solid waste disposal costs since recycling collection is typically less expensive than trash disposal.
- **Tracking and reporting:** It is important to track the amount of materials collected for recycling, including food scraps, as well as the amount of materials disposed as trash. This will help measure the success of your recycling efforts. In addition, this data is needed to complete the required Annual Business Recycling and Waste Reduction Report for Montgomery County. Documenting and obtaining this information can be coordinated with your food scrap recycling collector/hauler. You may also decide to purchase and use a floor scale to weigh the amount of food scraps collected for recycling.

### 4. Purchase supplies and implement the program.

You will need to purchase containers and supplies to properly separate food scraps designated for recycling from mixed paper and commingled materials collected for recycling, as well as from trash collected for disposal. Order different colored containers for recycling food scraps to make it easier for employees to participate. Food scrap recycling containers should be smaller in volume and size and have wheels

(or be set on dollies) due to the weight of food scraps. The size and number of containers will vary depending on the amount of food scraps your business generates. Also, coordinate with your food scrap recycling collector/hauler to determine what is acceptable for use as a biodegradable/compostable bag liner that can be purchased and used to facilitate food scrap recycling collection in your facility.



Once you purchase the necessary supplies and have contracted a food scrap recycling collector/hauler, it is important to consider the set-up and procedures for your food scrap recycling program.

- **Preparation:**

- ◆ Identify key locations in food preparation areas (i.e., cafeterias and kitchens) to place food scrap recycling containers.
- ◆ Identify suitable central locations for placing larger food scrap recycling containers to be emptied by your food scrap recycling collector/hauler.
- ◆ Purchase and use a floor scale to track the progress of your efforts by weighing the amount of food scraps your business collects for recycling. Use this data to complete your Annual Business Recycling and Waste Reduction Report.
- ◆ Promote the program, and be sure to report the results to your staff to keep them informed, enthusiastic, and involved in the process.
- ◆ Ask for feedback and ideas to make improvements as needed. Remember to train all new staff and provide refresher training sessions to staff on a regular basis.

- **Operation:**

- ◆ Use duct tape or another method to place a line on the outside of each food scrap recycling container to designate when the container is at 80 percent capacity. To avoid making your food scrap container extremely heavy, the bin should be emptied once this level is reached.
- ◆ Place a biodegradable/compostable bag liner in each food scrap recycling container to help maintain the cleanliness of the container. This makes it easier to transfer food scraps into the larger central food scrap recycling containers that will be serviced by your food scrap recycling collector/hauler. Verify compostable bag liners are accepted by your food scrap recycling collector/hauler before ordering these supplies.

- ◆ Place food scrap recycling containers at each designated location where food scraps are generated.
- ◆ Put acceptable types of food scraps generated during food preparation into the appropriate food scrap recycling containers.
- ◆ Once the container reaches 80 percent capacity, tie the compostable liner closed, wheel the bin to the collection area, and transfer the bag to the central collection container.
- ◆ Before transferring the bag, weigh and record the amount of food scraps collected for internal tracking purposes.
- ◆ Monitor the process to ensure staff compliance.
- ◆ Solicit ongoing employee feedback and make changes as needed.

## 5. Know what types of food scraps can be recycled.

**Check with your food scrap recycling collector/hauler in advance to verify the list of items they will and will not accept for recycling, as this may vary by collector and processing facility.**

**Generally acceptable materials** that can be placed in your food scrap recycling collection container include:



Meats, Fish, and Bones



Baked Goods



Fruits and Vegetables



Compostable or Biodegradable Items (Bags, Utensils, Takeout Containers, etc.)



Breads, Grains, and Pasta



Soiled Paper and Cardboard Products with Food



Dairy Products



Coffee Grounds and Tea Bags

The following items should **NOT** be placed in your food scrap recycling collection container:

- Polystyrene/Styrofoam<sup>®</sup>
- Ash
- Chemicals such as bleach, detergents, or degreasers
- Batteries
- Non-compostable serviceware
- Plastic wrap or non-compostable plastic bags

**Reminder:**

Mixed paper and cardboard should be placed in a separate mixed paper recycling container.

Aluminum cans and foil products, bi-metal (steel/tin) cans, glass bottles and jars, and plastic bottles, containers, trays, buckets, cups, and lids should be placed in a separate commingled materials recycling container.

## 6. Promote and sustain your program.

Maintaining a positive attitude towards recycling and keeping employee enthusiasm high is key to ensuring a successful program. Hold a kick-off event for your program to educate staff and encourage compliance. Distribute flyers and memos promoting the program to explain the benefits and importance of recycling food scraps. Take this opportunity to remind employees about your organization's overall recycling program and goals. The more information that is available, the more likely your staff will participate.

Reinforce positive behavior and report the results back to your staff to maintain their interest in the program. It is beneficial to:

- Report the amount of food scraps collected for recycling over time. Report your businesses' recycling rate to show employees how the program is working.
- Quantify the amount of food scraps collected for recycling in terms of solid waste disposal costs saved by the company.
- Remind employees about the types of food scraps that can be recycled. Remember to remind employees about all other types of items that can be recycled, including commingled materials and mixed paper.
- Reiterate positive effects of this program on the business, including improved corporate image through recognition as a green company within your community.
- Request employee feedback and solicit suggestions for program improvements.
- Congratulate your employees for their positive efforts.
- Consider providing rewards or incentives to encourage increased recycling.

Now that you are disposing of less waste as trash, renegotiate your waste disposal contract with your hauler/collector to save your business money. Check to see if your business can reduce the size of your trash container or the frequency of collections. However, remember that containers must be of sufficient size/capacity and collected frequently enough to prevent overflow between collections.

If you have any questions about recycling, or want to request additional educational materials to facilitate your food waste recycling program such as posters, brochures, and container labels, visit [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling) or call the Montgomery County Division of Solid Waste Services **SORRT Program** (Smart Organizations Reduce and Recycle Tons) at **311** or **240-777-0311**.

## ***Section 6: Close the Loop! Buy Recycled***

As every business person knows, success is a function of consumer interest in your product or service.

The recycled product manufacturing industry has grown by leaps and bounds due to an ever-growing supply of recyclable material and demand for recycled-content products. As demand has grown, the variety of these products has expanded, while the cost to consumers has declined.

### **Why Buy Recycled?**

In Montgomery County, businesses generate more than half of all of the waste generated in the County. The County requires businesses to recycle in order to minimize the amount of waste going to disposal facilities.

In order to keep recycling viable, businesses need to progress beyond recycling by buying recycled-content products. This step is known as “closing the loop”; in effect, completing the recycling process.

Buying recycled-content products ensures there are markets for goods that contain recycled materials. When your business buys recycled, it helps ensure the success of Montgomery County’s recycling program.

By buying recycled-content products, you also help create long-term, stable markets for recyclable materials, which ultimately drives down the consumer prices of these goods. Today, many recycled-content products already cost less than their counterparts made of virgin materials.

The manufacture of products from recycled materials also reduces our dependence on virgin raw materials and often saves energy over virgin manufacturing processes. It can also reduce air and water pollution.

Buying recycled could also make a difference in how your customers and clients see you. Many businesses now are demanding recycled-content products from their vendors. Some consultants are finding buy-recycled clauses in their clients’ contracts.

Finally, buying recycled may save your business money because it can reduce your procurement costs over the long term.

## Who Buys Recycled?

Buying recycled not only sounds good in theory, but is working in practice—both in Montgomery County and throughout the country.

The Calvert Group in Bethesda established a buy-recycled policy in 1990, although the company actually began buying recycled in 1982. The Calvert Group's vendors know about this policy, and provide Calvert Group with a range of products to suit its needs. One vendor even held a buy-recycled show for Calvert Group employees, so they could see and learn about the variety of recycled-content products on the market. In 1994 alone, Calvert Group purchased over \$2.5 million worth of recycled-content products, including recycled paper, marketing and other printed materials and other office supplies.

The Montgomery County Department of Parks purchases a variety of recycled-content office supplies like paper, paper products and toner cartridges. In addition, it has purchased carpeting, landscape timbers and park benches made with recycled content.

The U.S. Government has created the largest buy-recycled program in the country. These programs benefit all businesses, not only because they are excellent models of buy-recycled programs that work, but because their size has helped drive the price of recycled-content products down for everyone. Within the U.S. Government, all agencies must establish buy-recycled programs. The U.S. Environmental Protection Agency (EPA) developed guidelines for the purchase of recycled paper products, re-refined lubricating oil, retread tires, building insulation products, and concrete and cement containing fly ash.

## How To Buy Recycled

### Establish a Policy

The first step to setting up a buy-recycled program is to establish a buy-recycled policy for your business. It will lay the groundwork for all your purchases. Your policy can include all or some of the following elements:

- a general preference for recycled products
- a price preference, whereby your business is willing to pay a higher price (such as 5 or 10 percent or greater) for recycled paper or recycled products
- a set-aside or goal where a certain percentage of total purchases must have recycled content

### **Pre-consumer vs. Post-consumer: What's the Difference?**

*These two terms are used to indicate the source of recycled material that goes into recycled content-products.*

Pre-consumer material is generated by industry during production processes.



Post-consumer waste is generated by customers and separated from the waste stream for recycling.

### **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)

Examples of pre-consumer materials include materials generated by converting rolls of paper into envelopes, unsold newspapers and magazines, and plastic materials generated during production and not used by final consumers. Most industries already recover and use a large percentage of pre-consumer waste because it tends to be cleaner, easier to use and higher in value. In the paper industry, nearly 90 percent of pre-consumer waste is already recovered by manufacturers and therefore does not enter into the solid waste stream.

Post-consumer materials would generally end up being disposed of if they are not recycled. Therefore, purchases of recycled products must emphasize the use of post-consumer materials in order to create markets for these materials.

To be successful, everyone must subscribe to and play a role in enforcing the policy. Management should establish the policy and evaluate it for changes when necessary. Purchasing agents and buyers must integrate the policy into their procurement practices and procedures, and monitor recycled products for their effectiveness. Other staff can play a role by specifying use of recycled products in bids, publicizing the buy-recycled policy and providing feedback on successes (and failures) of recycled products.

## **Research the Market**

Buying recycled may be a brand-new concept for your business. Like anything new, it will require you to do a little research to determine what is right for you. There are three considerations to keep in mind when shopping for recycled goods—availability, quality and cost. Examine these issues before making a purchase.

**Availability**— When the first Official Recycled Products Guide was published in 1989, it listed 170 manufacturers and vendors of recycled products. Four years later, the same publication contained more than 4,500 listings. The availability and variety of products has increased dramatically. However, many buyers are still not aware of how much the marketplace for recycled goods has changed.

The first place to look for information is from your current vendors. They are familiar with your business and should know your needs. If they can't help you, ask around within your industry or read trade journals—many of these have published helpful information about buying recycled.

**Quality**— Don't be put off by the outdated notion that recycled products are inferior. In the past, some recycled products did compare unfavorably to products made from new materials. But increased demand and major changes in technology have resulted in improved products that are competitive in quality with virgin goods.

**Cost**— Another mistake is to assume that recycled products are more expensive than equivalent virgin products. In fact, some recycled products are already less expensive than their virgin counterparts. Comparison shopping, bulk purchases, competitive bid processes and calculating

the life-cycle cost of a product are the best ways to control costs. Look around for vendors that are willing to help you find the products you want.

### **Require Contractors To Use Recycled Products**

Many of the products and services your business obtains are secured through contractual arrangements and grant agreements. These provide an excellent opportunity to expand your buying power by encouraging outside contractors to use recycled products in their service to you. For example, you can require printers to use recycled paper and nontoxic inks for all printing jobs.

You can also request that any organization doing business with you use recycled products.

### **Purchase Cooperatively To Reduce Costs**

If some recycled-content products are beyond your buy-recycled policy's limit, consider purchasing them through cooperative arrangements with other businesses. Cooperative purchasing is a system by which similar businesses save money by pooling their purchases into a single bid instead of buying products individually.

Cooperative purchasing is an old concept that has a new application: purchasing recycled products. Cooperative purchasing may sacrifice a bit of your purchasing authority, but offers many benefits:

- lower unit costs
- increased volume of recycled purchases
- increased availability of recycled products
- increased buying-recycled participation among more businesses

Businesses which participate in cooperative purchasing arrangements buy off the same contract, so definitions, percentages and standards are the same. This allows manufacturers to produce these items in larger quantities as regular stock items rather than as specialty items.

### **Evaluate What Products Your Business Can Use**

The paper industry was one of the first to market its products as containing recycled content, so most early buy-recycled efforts concentrated on procuring recycled paper, especially printing and writing papers. However, many of today's office products are available with recycled content, so your recycled-content purchases conceivably could reach to all aspects of your business.

*To determine which products fit your business needs, follow these three steps:*

1. Review current purchases to determine which recycled products are already being purchased.
2. Examine product specifications to determine if the maximum amount of recycled materials (and post-consumer waste) is being requested.
3. Examine product and contract lists to determine where you can substitute recycled products for virgin products or include recycled products in future bids. The following list will give you a good idea of the range of recycled-content products currently on the market.

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

## Office products

- printing and writing papers
- tissue and towel products
- trash can liners
- office supplies (bulletin boards, calendars, folders, letter openers, note holders and trays, pens, pencils, push pins, rulers, scissors)
- trash and recycling containers
- refurbished office equipment
- recycled toner cartridges
- packaging material
- furniture
- carpet

## Vehicle fleets

- re-refined oil
- recycled antifreeze
- retread tires
- auto parts
- solvents

## Construction products

- building insulation
- compost/mulch
- cement and concrete containing fly ash
- wallboard
- plastic (partitions, decking, fences/posts, parking stops and drain pipe)

## Transportation products

- plastics (a-frames, fences, guardrail, posts, traffic cones, etc.)
- compost/mulch along roadsides
- asphalt (rubberized asphalt/glassphalt)
- benches (bus stops, etc.)

## Recreation and parks

- plastic lumber (benches, picnic tables, playgrounds, etc.)
- compost/mulch

## Other products

- absorbents
- bags (paper and plastic)
- yard waste containers
- curbside collection containers
- clothing and industrial rags
- food service containers (paper and plastic)
- paper and plastic pallets
- flooring
- mats (plastic and rubber)
- animal bedding
- packaging materials
- shower dividers/toilet/partitions/wall panels
- industrial wipers (paper)
- urinal screens

## Where Can I Get More Information and Assistance?

**Maryland Environmental Service (MES)** has developed a *Buy Recycled Training Manual* and training program designed to assist businesses in expanding their buy recycled programs. The Manual is a comprehensive, instructional guide designed to teach agencies how to set up programs to buy recycled products.

### **Montgomery County SORRT Program**

This manual includes information on the importance of buying recycled products; legislation and content standards (including information on the federal Executive Order); writing specifications; testing products; purchasing options such as cooperative purchasing, closed loop recycling and indirect purchases; waste reduction; and record keeping and evaluation. It also includes an appendix of information on recycled products and standards and information on recycled product suppliers in Maryland. Several sections of this chapter were excerpted from the Manual. MES also has developed a one day training program for businesses that discusses the topics described above and includes interactive exercises such as listing the key elements in a specification for recycled products.

For additional information contact MES at (410) 729-8531.



### **When Should I Publicize My Buy-Recycled Effort?**

Continually. Mention your buy-recycled program in reports and send out news releases about how many recycled products are purchased, how much money is spent and what the products are. The publicity is good for your business and it will encourage other businesses to develop similar programs.

### **How To Keep Track of Your Program**

As you implement your program to buy recycled products, establish a record-keeping and evaluation system. It will help you monitor the success of the program, allow you to publicize your efforts and exchange information with other businesses.

Set up a system to designate each recycled product in your purchasing reports (a separate code number or other distinction will suffice). The following work sheet outlines the information you will need for your records.

## Work Sheet for Recycled Product Purchases

Product or Service Purchased \_\_\_\_\_

Number of Units Requested \_\_\_\_\_

Contract Number \_\_\_\_\_ Duration of Contract \_\_\_\_\_

Buyer \_\_\_\_\_

Using Department \_\_\_\_\_

Percentage and definition of recycled content requested in bid

Pre-consumer \_\_\_\_\_% Post-consumer \_\_\_\_\_% Total recycled content \_\_\_\_\_%

Bidders (circle successful bidder)

	Bidder	Pre-consumer	Post-consume	Total	Price
1.					
2.					
3.					

Price Preference Paid (if any) \_\_\_\_\_

Was this a cooperative purchase? \_\_\_\_\_ If yes, list participants below:

\_\_\_\_\_  
\_\_\_\_\_

Total dollars/units purchased (vendors should be required to provide information on actual usage)

\_\_\_\_\_  
\_\_\_\_\_

Was there any good or bad feedback from users?

\_\_\_\_\_  
\_\_\_\_\_

## RECYCLED PRODUCTS GUIDE

This SORRT Resource List identifies companies that sell recycled paper, paper products, and other products that contain recycled material. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.

**IF YOU'RE NOT BUYING RECYCLED, YOU'RE NOT FULLY RECYCLING. FULLY CLOSE THE RECYCLING LOOP.** One factor influencing the stability and long-term success of recycling programs is the market condition for recyclable materials. If there is strong demand for products and materials manufactured from recyclables, then there is a constant need for greater supply of recycled feedstock. This situation then helps to ensure that there are viable markets for the materials which you separate from the trash and recycle. Therefore, it is vital to keep up (and even increase) demand for recycled products and materials; your organization helps to increase this critical demand.

**“BUY RECYCLED”** Support recycling by purchasing recycled items. Quality and variety of products are improving. Pricing is, in many instances, comparable to pricing for virgin materials. Recycled paper varieties include – colored paper, white office paper, computer paper, card stock, envelopes, bathroom tissue, and hand towels. When ordering, ask for paper made from the highest percentage of recycled content material, preferably post-consumer.

For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program at 3-1-1 or (240) 777-0311.

## RECYCLED PRODUCTS GUIDE

### **ABC Box Co.**

1135 Leadenhall Street  
Baltimore, MD 21230  
(410) 752-4535  
Fax (410) 752-2697  
www.abcboxes.com

*Recycling storage containers;  
cardboard boxes.*

### **Adams-Burch Co.**

1901 Stanford Court  
Landover, MD 20785  
(800) 347-8093 or  
(301) 772-7850

*Restaurant supply company that offers  
recycling containers and recycled-content  
paper products.*

### **Advantage Technical Services (ATS)**

2328 Montgomery Street Silver  
Spring, MD 20910-1253  
(301) 589-0983  
Fax (301) 589-6466

*Re-manufactured toner cartridges.*

### **AJ Stationers, Inc.**

6675 Business Pkwy.  
Elkridge, MD 21075  
(410) 360-4900  
Fax (410) 360-4291  
www.ajstationers.com

*Recycled paper office supplies.*

### **American Laser, Inc.**

5004 Jackson Street  
Hyattsville, MD 20781  
(301) 588-4850  
Fax (301) 864-1565

*Re-manufactured toner cartridges.*

### **Amicus Green Building Center**

4080A Howard Avenue  
Kensington, MD 20895-2465  
(301) 571-8590 or  
(866) 587-9140  
Fax (301) 571-8597

*Offers recycled-content and environmentally  
friendly products.*

### **Bradco Supply**

3404 Kenilworth Avenue  
Hyattsville, MD 20781  
(301) 277-7711  
Fax (301) 699-9341

*Offers recycled-content building supplies.*

### **Carpel Video**

429 E. Patrick Street  
Frederick, MD 21701  
(800) 238-4300 or  
(301) 694-3500  
Fax (301) 694-9510  
www.carpelvideo.com

*Recycled videotapes.*

## RECYCLED PRODUCTS GUIDE (continued)

### **Clean Earth**

1469 Oak Ridge Place  
Hagerstown, MD 21740  
(301) 791-6220  
Fax (301) 790-1825  
www.cleanearthinc.com  
*Sells recycled aggregate materials  
and recycled crushed materials.*

### **Design Recycle, Inc.**

P.O. Box 638  
Upper Marlboro, MD 20773  
(301) 283-2110  
www.designrecycleinc.com  
*Rubbercrete for use in patio blocks; pavers;  
drainage product runways; highway sound  
barriers; pier pilings; utility poles.*

### **Emanuel Tire Co.**

1300 Moreland Avenue  
Baltimore, MD 21216  
(410) 947-0660  
www.emanualtire.com  
*Supplier to tire retreading business.*

### **Federal Hill Office Supply**

1022 S. Charles Street  
Baltimore, MD 21230  
(410) 727-0111  
Fax (410) 727-1374  
*Recycled printing papers; office supplies;  
re-manufactured toner cartridges.*

### **Frank Parson Paper, Inc.**

1300 Mercedes Drive  
Hanover, MD 21076  
(301) 386-4700  
Fax (301) 773-8062  
www.frankparsons.com  
*Recycled paper products; re-manufactured  
toner cartridges; offers pick-up and recycling  
of empty cartridges.*

### **Gerstel Office Furniture, Inc.**

584 N. Frederick Avenue  
Gaithersburg, MD 20877  
(301) 840-5393  
Fax (301) 840-5643  
www.gerstelofficefurniture.com  
*High quality used, recycled,  
re-manufactured furniture.*

### **Habitat for Humanity ReStore**

9100 Gaither Road  
Gaithersburg, MD 20877  
(301) 947-3304  
Fax (301) 990-7536  
*Reused building materials.*

## RECYCLED PRODUCTS GUIDE (continued)

### **Laser Printers Plus, Inc.**

11226 Georgia Avenue  
Silver Spring, MD 20902  
(301) 933-9007  
Fax (301) 933-9011  
[www.laserprinters.com](http://www.laserprinters.com)

*Computer & machine parts;  
computer cartridges.*

### **Mid-Atlantic Waste Systems**

10641 Cordova Road  
Easton, MD 21601  
(800) 338-7274 or  
(410) 820-7188  
[www.midatlanticwaste.com](http://www.midatlanticwaste.com)

*Specializes in compactors.*

### **Office Depot Business Solutions Division**

(888) 263-3423 or  
(800) 269-6888  
[www.officedepot.com](http://www.officedepot.com)

*Offers a variety of recycled-content  
office products.*

### **Office Max**

6745 Business Parkway  
Elkridge, MD 21075-6340  
(800) 282-6473 or  
(410) 579-5200  
Fax (800) 572-6473

*Recycled paper content; re-manufactured  
toner cartridges.*

### **Office Paper Systems, Inc.**

7650 Airpark Road  
Gaithersburg, MD 20879  
(301) 948-6301  
Fax (301) 948-6302  
[www.opsus.com](http://www.opsus.com)

*Recycled printing papers;  
recycling containers.*

### **RIS Paper House**

(Domtar Distribution Group/  
Mid-Atlantic/Baltimore-Washington)  
310 Prince George's Blvd.  
Upper Marlboro, MD 20774  
(888) 689-0747 or  
(301) 430-2800  
Fax (301) 430-0032

[www.rispaper.com](http://www.rispaper.com)

*Recycled printing papers, recycled  
craft paper, FSC paper.*

### **R.R. Donnelley**

1341 G St. NW #300  
Washington, D.C.  
(202) 783-9191  
[www.rrdonnelley.com](http://www.rrdonnelley.com)

*Recycled printing papers.*

### **S. Freedman & Sons, Inc.**

P.O. Box 1418 3322 Pennsy Drive  
Landover, MD 20785  
(800) 845-7277 or  
(301) 322-5000  
Fax (301) 772-7563  
[www.sfreedman.com](http://www.sfreedman.com)

*Recycled paper; plastic containers;  
janitorial/cleaning equipment.*

### **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)

## RECYCLED PRODUCTS GUIDE (continued)

### **Staples Advantage**

7021 Dorsey Rd.

Hanover, MD 21076

(800) 828-9949

[www.staplesadvantage.com](http://www.staplesadvantage.com)

*Sells recycled office supply products;  
furniture; remanufactured toner cartridges*

### **The Loading Dock**

2 North Kresson St.

Baltimore, MD 21224

(410) 558-3625

Fax (410) 558-1888

[www.loadingdock.org](http://www.loadingdock.org)

*Reused building materials and  
some appliances.*

### **Unisource**

8261 Preston Court

Jessup, MD 20794

(800) 344-5522 or

(410) 792-8069

Fax (410) 792-8059

[www.unisource.com](http://www.unisource.com)

*Recycled papers.*

### **Victor Stanley, Inc.**

P.O. Drawer 330

Dunkirk, MD 20754

(301) 855-8300

Fax (410) 257-7579

*Plastics & other containers for outdoor use.*

### **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)

## RECYCLED PRODUCT SUPPLIERS

This SORRT Resource List identifies companies that sell recycled paper, paper products, and other products that contain recycled material. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.

**IF YOU'RE NOT BUYING RECYCLED, YOU'RE NOT FULLY RECYCLING. FULLY CLOSE THE RECYCLING LOOP.** One factor influencing the stability and long-term success of recycling programs is the market condition for recyclable materials. If there is strong demand for products and materials manufactured from recyclables, then there is a constant need for greater supply of recycled feedstock. This situation then helps to ensure that there are viable markets for the materials which you separate from the trash and recycle. Therefore, it is vital to keep up (and even increase) demand for recycled products and materials; your organization helps to increase this critical demand.

**“BUY RECYCLED”** Support recycling by purchasing recycled items. Quality and variety of products are improving. Pricing is, in many instances, comparable to pricing for virgin materials. Recycled paper varieties include – colored paper, white office paper, computer paper, card stock, envelopes, bathroom tissue, and hand towels. When ordering, ask for paper made from the highest percentage of recycled content material, preferably post-consumer.

For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program Manager at 3-1-1 or (240) 777-0311.

## RECYCLED PRODUCT SUPPLIERS

Codes: 1) Office Paper, 2) Office Supplies, 3) Custodial Papers, 4) Cardboard Boxes

### RECYCLED PAPER PRODUCTS

#### **ABC Box Company**

1135 Leadenhall Street  
Baltimore, MD 21230  
(410) 752-4635  
Fax (410) 752-2697  
www.abcboxes.com  
www.supereaglesupply.com  
*Code: 4*

#### **Blind Industries and Services of Maryland**

3345 Washington Boulevard  
Baltimore, MD 21227  
(888) 322-4567 or  
(410) 737-2600  
Fax (410) 737-2665  
www.bism.org  
www.supereaglesupply.com  
*Code: 1 (recycled paper pads), 2*

#### **CANUSA Corp.**

1532 Thames Street  
Baltimore, MD 21231  
(410) 522-0110  
www.canusacorp.com  
*Code: 1 (paper broker,  
recyclable commodities)*

#### **Frank Parson Paper, Inc.**

2270 Beaver Road  
Landover, MD 20785  
(301) 386-4700  
Fax (301) 773-8062  
www.frankparson.com  
*Codes: 1, 2*

#### **Office Depot**

Business Solutions Division  
(888) 263-3423 or  
(800) 269-6888  
www.officedepot.com  
*Offers a variety of recycled-content  
office products.*

#### **Office Max**

6745 Business Parkway  
Elkridge, MD 21075-6340  
(800) 282-6473 or  
(410) 579-5200  
Fax (800) 572-6473  
www.paperplus.com  
*Codes: 1-4*

#### **Office Paper Systems, Inc.**

7650 Airpark Road  
Gaithersburg, MD 20879  
(301) 948-6301  
Fax (301) 948-6302  
www.opsus.com  
*Codes: 2, 4*

### **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)

## RECYCLED PRODUCT SUPPLIERS (continued)

Codes: 1) Office Paper, 2) Office Supplies, 3) Custodial Papers, 4) Cardboard Boxes

### **Paper Plus**

201 Ritchie Road, Bldg. B  
Capitol Heights, MD 20743  
(301) 499-3599  
Fax (301) 499-1121  
www.paperplus.com  
*Codes: 1–4*

### **RIS Paper House**

(Domtar Distribution Group/  
Mid-Atlantic/Baltimore-Washington)  
9101 E. Hampton Drive  
Capitol Heights, MD 20743  
(888) 689-0747 or  
(301) 430-2800  
Fax (301) 430-0032  
www.rispaper.com  
*Codes: 1, 3*

### **Staples Advantage**

7021 Dorsey Rd.  
Hanover, MD 21076  
(800) 828-9949  
www.staplesadvantage.com  
*Codes: 1, 2*

### **Unisource Worldwide, Inc.**

8261 Preston Court  
Jessup, MD 20794  
(800) 344-5522 or  
(410) 792-8069  
Fax (410) 792-8059  
www.unisourcelink.com  
*Codes: 1–3*

## OTHER RECYCLED PRODUCTS

### **ANTIFREEZE**

#### **Multi-Parts and Services Inc.**

5647 Belle Grove Road  
Baltimore, MD 21225  
(410) 636-1221  
Fax (410) 636-2221  
www.multi-parts.com  
*Antifreeze recycling equipment.*

### **BUILDING MATERIALS**

#### **A&M Supply Corporation**

6100 Farrington Avenue  
Alexandria, VA 22304  
(703) 256-5800  
Fax (703) 642-0032  
www.awood.net  
*Distributes homosote and MDF fiberboards  
and recycled decking material (Trex®).*

### **ALTERNATIVE LUMBER PRODUCTS**

#### **Fisher Lumber**

525 E. Gude Drive  
Rockville, MD 20850  
(301) 424-6500  
Fax (301) 424-8864  
www.fisherlumberandhardware.com  
*Distributes decking material (Trex®).*

## **RECYCLED PRODUCT SUPPLIERS (continued)**

Codes: 1) Office Paper, 2) Office Supplies, 3) Custodial Papers, 4) Cardboard Boxes

### **Sheets Wholesale**

430 Mill Street

Vienna, VA 22180

(703) 938-9110

Fax (703) 938-2673

*Specializes in Trex® decking.*

### **T.W. Perry Enterprises**

8131 Snouffer School Road

Gaithersburg, MD 20879

(301) 840-9600

Fax (301) 670-6200

[www.twperry.com](http://www.twperry.com)

*Specializes in Trex® decking.*

## ***Section 7: Reference Materials***

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***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)

# RECYCLABLE MATERIALS—DEFINITIONS

This list provides definitions of recyclable materials, including materials that Montgomery County requires businesses to recycle, as well as additional materials that businesses may choose to recycle voluntarily. This document provides information to County businesses to assist them in complying with Executive Regulation 15-04AM, the County's business recycling regulation.

## REQUIRED RECYCLABLE MATERIALS

### MIXED PAPER:

Includes acceptable paper items which are not separated by type, but are mixed and collected together. These items include white paper, colored paper, corrugated cardboard, boxboard, newspapers and inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and other clean, dry paper. Businesses have the option to separate for recycling collection any of these items.

### COMMINGLED MATERIALS:

Includes acceptable items such as those listed below that are not separated by type, but are mixed together in one container. Businesses have the option to separate for recycling collection any of these items.

- Glass bottles and jars.
  - Clear, brown, and green glass bottles and jars.
  - **Note:** Broken glass and glass that is not food packaging, such as light bulbs and windows **ARE NOT** acceptable in most conventional recycling programs.
- Aluminum cans and foil products.
  - Aluminum cans, which usually contain soft drinks or beer.
  - Aluminum foil.
- Bi-metal cans.
  - Steel/tin cans are usually generated by food service.
- Plastic bottles and containers.
  - Any plastic bottle or container including tubs, jars, lids, pails, buckets, flower pots/caps, reusable and durable containers, and #1 PET thermoform plastic packaging such as plastic clamshell containers, trays, deli containers, lids, domes and cups.

### YARD TRIM:

If you have substantial green space on your property or are in a horticulturally oriented business, you probably have leaves, grass, and brush that must be reduced, composted or recycled. The most preferred option is to grasscycle or compost yard trim materials on-site, directly at the source. Only in instances where materials cannot be handled on-site, should they be transported off-site to a composting facility.

## **CHRISTMAS TREES.**

## **SCRAP METAL.**

Acceptable items consisting of metal and/or predominantly metal materials. These items include washers and dryers, refrigerators, air conditioners, dishwashers, sinks, stoves, freezers, furnaces, hot water heaters, trash compactors, iron furniture, doors, cabinets, humidifiers/dehumidifiers, bikes, swing sets, aluminum lawn chairs, shower stalls, and disassembled metals sheds.

## **Other materials that can be voluntarily recycled:**

### **BATTERIES:**

Alkaline, automotive, dry cell, gel type, and rechargeable batteries. Please itemize by battery type, if possible.

### **CONSTRUCTION MATERIALS:**

Doors, fencing/lumber, sheds, drywall, flooring, carpeting, kitchen cabinets, hardware, toilets, bathtubs, cinder blocks and sinks.

### **COMPUTER EQUIPMENT:**

Old or unwanted processing units, hard drives, monitors, keyboards, printers and copiers, wires and power cords, scanners, software, etc.

### **PLASTIC FILM (BAGS):**

Includes plastic shopping bags, food wrap, dry-cleaning bags, plastic liners and tarps. May display recycling symbol #4-LDPE, low-density polyethylene.

### **WOOD WASTE - OTHER:**

Treated scrap wood, pallets (if treated), products made of wood, and wood/brush more than 4 inches in diameter.

## RECYCLING COMPANIES

This SORRT Resource List identifies companies that haul, collect, process, and/or recycle various materials. The first section of this document lists recyclers alphabetically by company name. The second section of the document lists companies providing specialized services by category of material(s) handled. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.

To ensure the long-term success of your recycling program, it is important to establish a contract or service agreement with your recycling service provider which identifies specific services to be performed, rebates and revenues (if any) to be applied and how they are to be applied, and market conditions which may affect the contract.

Keep in mind that collection services, container types, and education or support services offered by recycling companies can vary from one firm to the next. Some companies accept numerous recyclable materials while others accept only select specific materials. Most companies offer pick-up services, but others accept only materials dropped off for recycling. Almost all companies which provide pick-up service also supply the centralized dumpsters or totes which are actually emptied into the collection vehicles. In addition, some companies can also supply the smaller-sized collection containers used within work areas. Some recycling firms haul or collect exclusively, while others act as brokers and/or processors of recyclable materials. These days, many companies offer both refuse and recycling services. There is a wide range of offerings in the marketplace.

In your search for a recycling and/or refuse collection company, you should contact at least three to four firms for proposals and/or bids. This enables you to find the company that best meets the service needs of your organization, at the best pricing available on the market.

For additional information on finding the recycling company that best suits the needs of your organization, see the Montgomery County Business Recycling Regulation Handbook, Section 2: How to Set-Up a Business Recycling Program. Step 4 of this section spells out the process of selecting a recycling company. For more information on the economic aspects of business recycling, pricing, and negotiating a contract or service agreement, see Section 7: Recycling Cost Factors. For more information, contact the Montgomery County Business Recycling Program at 3-1-1 or (240) 777-0311.

## RECYCLING COMPANIES

Codes: 1) Office paper, 2) Cardboard, 3) Food & Beverage Containers, 4) Blueprints,  
5) Scrap Metal, 6) Pick-up Service, 7) Provides Containers, 8) Consultation, 9) Broker/processor

### **ABC Box Co.**

1135 Leadenhall Street  
Baltimore, MD 21230  
(410) 752-4535  
Fax (410) 752-2697  
www.abcboxes.com  
*Code: 4*

### **Abitibi Consolidated**

P.O. Box 5223  
Baltimore, MD 21224  
(410) 558-1704  
Fax (410) 558-1705  
www.arundelrecycling.com  
*Codes: 1-2, 6-7*

### **Arundel Recycling Center, Inc.**

7517 Connelley Drive  
Hanover, MD 21076  
(410) 761-6595  
Fax (410) 761-9150  
www.arundelrecycling.com  
*Codes: 5-7, 9*

### **Athelas**

7476 Candlewood Lane  
Columbia, MD 21046  
(410) 964-1241  
Fax (410) 694-9536  
*Codes: 1, 2, 6-9*

### **Allied Waste**

(serving under Republic Services)  
300 Ritchie Road  
Capitol Heights, MD 20743  
(301) 336-1000  
Fax (301) 336-1225  
www.republicservices.com  
*Codes: 1-3, 6-9*

### **Bates Trucking**

4305 48th Street  
Bladensburg, MD 20710  
Phone (301) 699-3268  
Fax (301) 699-3268  
www.batestrucking.com  
*Codes: 1-3, 6-9*

### **Cambridge Iron & Metal Co.**

901 S. Kresson Street  
Baltimore, MD 21224  
(410) 327-7867 or  
(800) 245-4766  
Fax (410) 327-3427  
www.cambridgeiron.com  
*Codes: 5-9*

### **Capital Fiber, Inc.**

6610 Electronic Drive  
Springfield, VA 22151  
(703) 658-0200  
*Codes: 1-2, 8-9*

## RECYCLING COMPANIES (continued)

Codes: 1) Office paper, 2) Cardboard, 3) Food & Beverage Containers, 4) Blueprints, 5) Scrap Metal, 6) Pick-up Service, 7) Provides Containers, 8) Consultation, 9) Broker/processor

### **Georgetown Paper**

Stock of Rockville/Sonoco  
14820 Southlawn Lane  
Rockville, MD 20850  
(301) 762-6990  
Fax (301) 762-3906  
www.gtownpaper.com  
*Codes: 1-2, 6-9*

### **I-ECO-S, Inc.**

5619 Namakagan Road  
Bethesda, MD 20816  
(301) 263-1326  
Fax (301) 229-1047  
*Code: 8*

### **Infinity Recycling, Inc.**

300 Old McGinnis Lane  
Chestertown, MD 21620  
(410) 778-5949  
Fax (410) 778-2740  
www.infinityrecycling.org  
*Codes: 1-4, 6-9*

### **International Paper**

1404 Benson Court  
Baltimore, MD 21227  
(410) 737-1510  
Fax (410) 737-2216  
www.internationalpaper.com  
*Codes: 1, 2, 4, 7-9*

### **Kline Paper Mill Supplies**

9475 Gerwig Lane  
Columbia, MD 21046  
(301) 982-1475  
(410) 381-6363  
Fax (410) 381-2411  
www.klinepaper.com  
*Codes: 1-2, 6-9*

### **Metro Re-Uzit Company, Inc.**

3401 Kenilworth Avenue  
Hyattsville, MD 20781  
(301) 699-1616  
Fax (301) 699-1619  
*Codes: 5, 6, 9*

### **Montgomery Scrap Corp.**

15000 Southlawn Lane  
Rockville, MD 20820  
(301) 424-3000  
Fax (301) 424-3144  
www.montgomery-scrap.com  
*Codes: 5-9*

### **Office Paper Systems, Inc.**

7650 Airpark Road  
Gaithersburg, MD 20879  
(301) 948-6301  
Fax (301) 948-6302  
www.opsus.com  
*Codes: 1, 2, 4, 6-9*

## **RECYCLING COMPANIES (continued)**

Codes: 1) Office paper, 2) Cardboard, 3) Food & Beverage Containers, 4) Blueprints,  
5) Scrap Metal, 6) Pick-up Service, 7) Provides Containers, 8) Consultation, 9) Broker/processor

### **Unity Disposal & Recycling**

14862 Old Gunpowder Rd.

Laurel, MD 20707

(301) 990-2049

Fax (301) 490-8029

[www.unitydisposal.com](http://www.unitydisposal.com)

*Codes: 1–4, 6–8*

### **Waste Management**

8101 Beechcraft Avenue

Gaithersburg, MD 20879

(301) 340-0774

Fax (301) 645-2296

[www.wm.com](http://www.wm.com)

*Codes: 1–4, 6–8*

### **World Recycling Co.**

5600 Columbia Park Road

Cheverly, MD 20785

(301) 386-3010

Fax (301) 322-2896

[www.worldrecycling.com](http://www.worldrecycling.com)

*Codes: 1–6, 8*

## SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE

### ANTIFREEZE/OIL

#### **FCC Environmental**

5800 Farrington Avenue  
Alexandria, VA 22304  
(888) 749-8344  
Fax (703) 370-8067  
www.fccenvironmental.com  
*Accepts antifreeze and oil.*

### BATTERIES

#### **American Battery Corp.**

7939 Queenair Drive  
Gaithersburg, MD 20879  
(301) 840-0623  
*Accepts all lead acid batteries.*

#### **Arundel Recycling Center, Inc.**

7517 Connelly Drive  
Hanover, MD 21076  
(410) 761-6595  
Fax (410) 761-9150  
www.arundelrecycling.com  
*Accepts all lead acid batteries.*

#### **Battery Solutions, Inc.**

5900 Brighton Pines Court  
Howell, MI 48843  
(800) 852-8127  
Fax (248) 446-1927  
www.batteryrecycling.com  
*Offers shipping containers to ship batteries.  
Accepts different types of batteries.*

#### **Clean Harbors Environmental Services**

3527 Whiskey Bottom Road  
Laurel, MD 20724  
(301) 939-6000 or  
(800) 645-8265  
Fax (301) 939-6076  
www.cleanharbors.com  
*Accepts small quantities of all types  
of hazardous material.*

### COMPUTER EQUIPMENT

#### **CDM E-Cycling**

1607 Wicomico Street  
Baltimore, MD 21230  
(410) 525-1400  
Fax (410) 644-1939  
www.cdmecycling.com

#### **E-Structors, Inc.**

7575 Washington Blvd.  
Elkridge, MD 21075  
(410) 379-3098  
Fax (410) 379-5339  
www.e-structors.com

#### **GreenDisk**

800-305-3475  
www.greendisk.com  
*Company offers recycling services for  
unwanted CD's and consumer electronics.  
Call or visit Web site for more information.*

**SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE**  
**(continued)**

**Precision Toner Systems (PTS)**

14709 Old Baltimore Ave., Suite 8  
Laurel, MD 20707  
(301) 317-4000 or  
(800) 787-8601  
Fax (301) 317-7713  
www.precisiontoner.com

*Accepts donations of old computers  
(Pentium 300 MHz or better), inkjet  
printers, monitors, and keyboards.*

**Reclamere, Inc.**

905 Pennsylvania Avenue  
Tyrone, PA 16686  
(814) 684-5505  
Fax (814) 684-6044  
www.reclamere.com

*Accepts electronic equipment including  
computers, network infrastructure gear  
and telecommunications equipment.*

**US Recycling**

1118 Shop Road  
Columbia, SC 29201  
(888) 628-3639 or  
(803) 454-0610  
Fax (803) 454-0611  
www.usrecycleink.com

*Accepts electronic equipment including  
computers, network infrastructure gear,  
and telecommunications equipment.*

**CONCRETE/ASPHALT/DIRT**

**AA Recycling and Sand, Inc.**

6931 Baltimore-Annapolis Blvd.  
Baltimore, MD 21225  
(410) 437-7718  
Fax (410) 437-7701

www.aarecyclingandsand.com  
*Accepts concrete & asphalt.*

**Clean Earth**

1469 Oak Ridge Place  
Hagerstown, MD 21740  
(301) 791-6220  
Fax (301) 990-7536

www.cleaneearthinc.com  
*Accepts non-hazardous petroleum  
contaminated soils.*

**The Recycling Center, Inc.**

14852 Old Gunpowder Road  
Laurel, MD 20707  
(301) 953-1424  
Fax (301) 206-2559

*Accepts concrete, asphalt, brick, and block.*

**CONSTRUCTION/ BUILDING  
MATERIALS**

**Habitat for Humanity ReStore**

9100 Gaither Road  
Gaithersburg, MD 20877  
(301) 990-7536  
Fax(301) 990-7536

www.habitat-mc.org/restore  
*Reused building materials*

**SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE**  
**(continued)**

**Community Forklift**

4671 Tanglewood Drive  
Edmonston, MD 20781  
(301) 985-5182  
www.communityforklift.com  
*Reused building materials.*

**The Loading Dock**

2 North Kresson St.  
Baltimore, MD 21224  
(410) 558-3625  
Fax (410) 558-1888  
www.loadingdock.org  
*Accepts reusable building products and/or materials. Offers pick-up services.*

**USA Gypsum**

1802 Texter Mountain Road  
Reinholds, PA 17569  
(717) 335-2561  
Fax (717) 335-2561  
www.usagypsum.com  
*Accepts scrap wallpaper.*

**DOCUMENT DESTRUCTION/  
RECYCLING SERVICES**

**Office Paper Systems, Inc.**

7650 Airpark Road  
Gaithersburg, MD 20879  
(301) 948-6301  
Fax (301) 948-6302  
www.opsus.com  
*Provides a certificate of destruction and an Environmental Impact Statement.*

**Shred-It**

850 E. Gude Drive, Suite H  
Rockville, MD 20850  
(800) 697-4733 or  
(301) 315-0070  
Fax (301) 315-9119  
www.shredit.com  
*Provides a certificate of destruction and an Environmental Impact Statement*

**The Arc Montgomery County**

603 Southlawn Lane  
Rockville, MD 20850  
(301) 294-4020  
www.thearcmontgomerycounty.org  
*Provides a certificate of destruction, pick-up service available.*

**FLUORESCENT LIGHTS**

**Environmental Management Services, Inc.**

1688 E. Gude Drive, Suite 301  
Rockville, MD 20850  
(301) 309-0475  
Fax (301) 309-9052  
www.enviroexperts.net  
*Will pick up.*

**Southeast Recycling Technologies, Inc.**

906 Chase Drive  
Johnson City, TN 37604  
(800) 592-3970  
Fax (423) 282-5151  
www.recyclebulbs.com  
*Prepaid packages for mailing fluorescent light bulbs.*

**Montgomery County SORRT Program**

**SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE**  
**(continued)**

**WM LampTracker, Inc.**

2007 West County Road C-2  
Roseville, MN 55113  
(800) 664-1434  
Fax (651) 628-9371  
www.wmlamptracker.com  
*Prepaid packages for mailing fluorescent light bulbs.*

**FOOD WASTE**

**Bates Trucking**

4305 48th Street  
Bladensburg, MD 20710  
Phone (301) 699-3268  
www.batestrucking.com  
*Will pick up.*

**EnviRelation**

PO Box 3711  
Washington, DC 20007  
(202) 465-4802  
Fax (202) 465-4812  
www.envirelation.com  
*Restaurant grease and food composting; will pick up*

**Valley Proteins, Inc.**

1515 Open Street  
Baltimore, MD 21226  
(410) 355-4800  
Fax (410) 355-3095  
www.valleyproteins.com  
*Restaurant grease recycler; will pick up.*

**Waste Management**

8101 Beechcraft Avenue  
Gaithersburg, MD 20879  
(301) 340-0774  
Fax (301) 645-2296  
www.wm.com  
*Will pick up.*

**FUEL FILTERS**

**Metalpro, Inc.**

7956 Twist Lane  
Springfield, VA 22153  
(703) 451-8300 Fax  
(703) 451-5062  
www.metalprorecycling.com  
*Used tires; scrap metals; oil filters.*

**ORGANIC MATERIALS**

**Soil Safe, Inc.**

6700 Alexander Bell Drive, Suite 300  
Columbia, MD 21046  
(410) 872-3990 or  
(800) 562-4365  
Fax (410) 872-9082  
www.soilsafe.com  
*Accepts petroleum-contaminated soil.*

**SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE**  
**(continued)**

**RADIATORS**

**Arundel Recycling Center, Inc.**  
7517 Connelley Drive  
Hanover, MD 21076  
(410) 761-6595  
Fax (410) 761-9150  
www.arundelrecycling.com  
*Ferrous metals, vinyl siding.*

**TIRES**

**Emanuel Tire Co.**  
1300 Moreland Avenue  
Baltimore, MD 21216  
(410) 947-0660  
www.emanueltire.com

**Metalpro, Inc.**  
7956 Twist Lane  
Springfield, VA 22153  
(703) 451-8300 Fax  
(703) 451-5062  
www.metalprorecycling.com

**TONER CARTRIDGE/RIBBON  
RECYCLERS**

**Cartridge Technologies, Inc.**  
15738 Crabbs Branch Way  
Rockville, MD 20855  
(301) 417-7202 or  
(800) 869-8570  
Fax (301) 417-7204  
www.ctimd.com  
*Offers pick up service.*

**Cartridge World**  
5268 H. Nicholson Lane  
Kensington, MD 20895  
(301) 816-0465  
Fax (301) 816-0460  
www.cartridgeoworld.com

**Cartridge World**  
19847 Century Blvd., Unit G  
Phone (301) 685-6573  
Fax (866) 532-6640  
www.cartridgeworld.com  
*Refilling and re-manufacturing empty  
printer cartridges*

**Precision Toner Systems (PTS)**  
14709 Old Baltimore Ave., Suite 8  
Laurel, MD 20707  
301) 317-4000  
Fax (301) 317-7713  
www.precisiontoner.com

**PS Data Supply, Inc.**  
309-A Howard Avenue  
Rockville, MD 20850  
(301) 340-6777  
Fax (301) 340-0164  
www.psdatasupply.com  
*Offers pick up service.*

**US Recycling**  
1118 Shop Road  
Columbia, SC 29201  
(888) 628-3639  
Fax (803) 454-0611  
www.usrecyclingink.com

**SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE**  
**(continued)**

WOOD PALLETS

**Frank's Pallet Service**

6201 Pulaski Highway

Baltimore, MD 21205

(410) 631-7199

Fax (410) 631-7656

[www.frankspallets.com](http://www.frankspallets.com)

*Buys 48"x40" 4-Way, and 48" x 48" pallets;  
repairs and resells. Pallet removal services  
for odd sizes.*

**Valleywood Industries, Inc.**

**& Pallet Masters**

6600 Landay Avenue

Baltimore, MD 21237

(410) 488-5500

Fax (410) 488-5555

*Wood pallets bought, sold, repaired  
and removed.*

## ORGANIZATIONS OFFERING REUSE OPPORTUNITIES

One person's trash is another person's treasure! This SORRT Resource list identifies organizations that collect and distribute used but still functional goods. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all reuse organizations that service Montgomery County, nor offer it as an endorsement of any of the organizations.

### **A Wider Circle**

9159 Brookville Road #C  
Silver Spring, MD 20910  
(301) 608-3504  
*Furniture and household items.  
Offers pick-up service*

### **Amvets/Laurel Thrift Center**

9800 Washington Blvd.  
Laurel, MD 20723  
(301) 953-0090 or  
(800) 526-8387  
*Clothing, furniture, household items, toys, etc.  
Offers free pick-up service.*

### **Goodwill Industries**

400 E. Church Street  
Frederick, MD 21701  
(301) 662-0622  
[www.gimv.org](http://www.gimv.org)  
*Clothing, electronics, furniture, household  
items, office equipment, toys, etc. Offers free  
pick-up service.*

### **Housing Opportunities Commission of Montgomery County**

10400 Detrick Avenue  
Kensington, MD 20895  
(240) 773-9009  
[www.hocmc.org](http://www.hocmc.org)  
*Furniture; offers free pick-up service.*

### **The Loading Dock**

2 North Kresson Street  
Baltimore, MD 21224  
(410) 728-3625  
Fax (410) 728-3633  
[www.loadingdock.org](http://www.loadingdock.org)  
*Reusable building materials including  
cabinets, doors, paint, paneling, vanities,  
windows, etc. Offers pick-up service.*

### **The Salvation Army Thrift Store**

18705 N Frederick Road  
Germantown, MD 20876  
(240) 631-8137  
*Appliances, clothing, electronics,  
furniture, etc.*

### **United Way of Maryland**

P.O. Box 1576  
Baltimore, MD 21202  
(410) 547-8000  
Fax (410) 547-8289  
*Clothing, electronics, office equipment,  
toys, etc. Offers free pick-up service.*

### **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)

## RECYCLING CONTAINER AND EQUIPMENT SUPPLIERS

This SORRT Resource List identifies companies that manufacture and/or distribute recycling containers and equipment. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.

Business recycling can be made easier with specialized recycling containers. Containers are available in a variety of shapes, sizes and colors and can be compatible with the decor and image of your work place. Although specialized recycling containers offer many benefits such as high visibility for your program and an organized system for separating your recyclables from the rest of your solid waste, these are not required to implement an effective recycling program.

### **Alfa Products**

8229 Sandy Court  
Savage, MD 20763  
(410) 792-2633  
Fax: (410) 792-8089  
www.acmepaper.com

*Recycled paper and special products printing.*

### **Ameri-Kart Corp.**

55 West Technecenter Drive  
Milford, OH 45150  
(800) 543-4454  
www.amkwastehandling.com

*Manufactures recycling carts.*

### **Big Stuff**

1301 Ritchie Road  
Capitol Heights, MD 20743  
(301) 499-3700  
Fax (301) 499-3705  
www.bigstuffinc.com

*Sells, installs, rents, and repairs balers, chutes, compactors, and containers.*

### **Buckhorn Canada Inc.**

8032 Torbram Road  
Brampton, ON L6T 3T2, Canada  
(800) 461-7579 or  
(905) 791-6500 Fax (905) 791-9942  
www.buckhorncanada.com

*Distributes and sells plastic recycling bins & containers.*

### **Busch Systems International, Inc.**

343 Saunders Road  
Barrie, ON L4N 9A8, Canada  
(800) 565-9931 or  
(705) 722-0806  
Fax (705) 722-8972  
www.buschsystems.com

*Recycling containers; compost bins; promotional materials.*

### **Ingold's Hico, Inc.**

442 Franklin Street  
Bel Air, MD 21014  
(410) 879-9114  
Fax (410) 879-9393  
ingolds@bellatlantic.net

*Supplies a wide variety of recycling equipment from hauling to holding; and consulting services.*

### **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)

## RECYCLING CONTAINER AND EQUIPMENT SUPPLIERS (continued)

### **Iowa Bag & Recycling Products**

4411 Nostalgia Lane  
Waterloo, IA 50701  
(319) 291-6007

*Distributes balers, crushers and densifiers.  
Provides consulting and leasing services.*

### **Marathon Equipment Co.**

P.O. Box 1798  
Vernon, AL 35592  
(800) 633-8974  
(205) 695-9105  
Fax (205) 695-8813  
www.marathonequipment.com

*Manufactures compactors, balers,  
and conveyors.*

### **Mid-Atlantic Waste Systems**

10641 Cordova Road  
Easton, MD 21601  
(800) 338-7274  
(410) 820-7188

Fax (410) 820-9275  
www.mawaste.com

*Specializes in waste handling equipment,  
balers, & compactors.*

### **Otto Environmental Systems**

North America, Inc.  
12700 General Drive  
Charlotte, NC 28273  
(800) 795-6886 www.otto-usa.com

*Supplies a wide variety of recycling contain-  
ers and offers consulting services.*

### **RecyclingBin.com**

92 Newark-Pompton Turnpike  
Wayne, NJ 07470  
(800) 910-4757

Fax (973) 872-9010

www.recyclingbin.com

*Provides alternative recycling equipment such  
as the Hexcycle, Paper Taker, and Event  
Recycling Stations that fold flat for reduced  
shipping costs.*

### **Rehrig Pacific Co.**

1738 W. 20th Street  
Erie, PA 16502  
(800) 458-0403

Fax (814) 455-3997

www.rehrigpacific.com

*Recycling bins and other containers.*

### **Rubbermaid Commercial Products**

3124 Valley Avenue  
Winchester, VA 22601  
(540) 667-8700 or  
(800) 347-9800

Fax (540) 542-8770

www.rubbermaidcommercial.com

*Distributes a wide variety of containers.*

## RECYCLING CONTAINER AND EQUIPMENT SUPPLIERS (continued)

### **Toter, Inc.**

P.O. Box 5338  
841 Meacham Road  
Statesville, NC 28677  
(800) 424-0422  
(704) 872-8171  
Fax (704) 878-0734  
www.toter.com

*Manufactures a wide variety of roll-out cart systems for commercial and residential collection programs.*

### **Trash Masters, Inc.**

3001 Kaverton Road  
Forestville, MD 20747  
(301) 568-1400 or  
(800) 322-6110  
Fax (301) 568-0077

www.trashmasters-inc.com

*Installs trash and linen chutes as well as trash compactors.*

## RECYCLED PRODUCTS GUIDE

This SORRT Resource List identifies companies that sell recycled paper, paper products, and other products that contain recycled material. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.

**IF YOU'RE NOT BUYING RECYCLED, YOU'RE NOT FULLY RECYCLING. FULLY CLOSE THE RECYCLING LOOP.** One factor influencing the stability and long-term success of recycling programs is the market condition for recyclable materials. If there is strong demand for products and materials manufactured from recyclables, then there is a constant need for greater supply of recycled feedstock. This situation then helps to ensure that there are viable markets for the materials which you separate from the trash and recycle. Therefore, it is vital to keep up (and even increase) demand for recycled products and materials; your organization helps to increase this critical demand.

**“BUY RECYCLED.”** Support recycling by purchasing recycled items. Quality and variety of products are improving. Pricing is, in many instances, comparable to pricing for virgin materials. Recycled paper varieties include – colored paper, white office paper, computer paper, card stock, envelopes, bathroom tissue, and hand towels. When ordering, ask for paper made from the highest percentage of recycled content material, preferably post-consumer.

For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program at 3-1-1 or (240) 777-0311.

## RECYCLED PRODUCTS GUIDE (continued)

### **ABC Box Co.**

1135 Leadenhall Street  
Baltimore, MD 21230  
(410) 752-4535  
Fax (410) 752-2697  
www.abcboxes.com

*Recycling storage containers;  
cardboard boxes.*

### **Adams-Burch Co.**

1901 Stanford Court  
Landover, MD 20785  
(800) 347-8093 or  
(301) 772-7850  
www.adams-burch.com

*Restaurant supply company that offers  
recycling containers and recycled-content  
paper products.*

### **Advantage Technical Services (ATS)**

2328 Montgomery Street  
Silver Spring, MD 20910-1253  
(301) 589-0983  
Fax (301) 589-6466

*Re-manufactured toner cartridges.*

### **AJ Stationers, Inc.**

6675 Business Pkwy.  
Elkridge, MD 21075  
(410) 360-4900  
Fax (410) 360-4291  
www.ajstationers.com

*Recycled paper office supplies.*

### **American Laser, Inc.**

5004 Jackson Street  
Hyattsville, MD 20781  
(301) 588-4850  
Fax (301) 864-1565

*Re-manufactured toner cartridges.*

### **Amicus Green Building Center**

4080A Howard Avenue  
Kensington, MD 20895-2465  
(301) 571-8590 or  
(866) 587-9140  
Fax (301) 571-8597

www.amicusgreen

*Offers recycled-content and  
environmentally friendly products.*

### **Bradco Supply**

3404 Kenilworth Avenue  
Hyattsville, MD 20781  
(301) 277-7711  
Fax (301) 699-9341  
www.bradcosupply.com

*Offers recycled-content building supplies.*

### **Carpel Video**

429 E. Patrick Street  
Frederick, MD 21701  
(800) 238-4300 or  
(301) 694-3500  
Fax (301) 694-9510  
www.carpelvideo.com

*Recycled videotapes.*

## RECYCLED PRODUCTS GUIDE (continued)

### **Clean Earth**

1469 Oak Ridge Place  
Hagerstown, MD 21740  
(301) 791-6220  
Fax (301) 790-1825  
www.cleanearthinc.com

*Sells recycled aggregate materials and recycled crushed materials*

### **Design Recycle, Inc.**

P.O. Box 638  
Upper Marlboro, MD 20773  
(301) 283-2110  
www.designrecycleinc.com

*Rubbercrete for use in patio blocks; pavers; drainage product runways; highway sound barriers; pier pilings; utility poles.*

### **Emanuel Tire Co.**

1300 Moreland Avenue  
Baltimore, MD 21216  
(410) 947-0660  
www.emanualtire.com

*Supplier to tire retreading business.*

### **Federal Hill Office Supply**

1022 S. Charles Street  
Baltimore, MD 21230  
(410) 727-0111  
Fax (410) 727-1374

*Recycled printing papers; office supplies; re-manufactured toner cartridges.*

### **Frank Parson Paper, Inc.**

1300 Mercedes Drive  
Hanover, MD 21076  
(301) 386-4700  
Fax (301) 773-8062  
www.frankparsons.com

*Recycled paper products; re-manufactured toner cartridges; offers pick-up and recycling of empty cartridges.*

### **Gerstel Office Furniture, Inc.**

584 N. Frederick Avenue  
Gaithersburg, MD 20877  
(301) 840-5393  
Fax (301) 840-5643  
www.gerstelofficefurniture.com

*High quality used, recycled, re-manufactured furniture.*

### **Habitat for Humanity ReStore**

9100 Gaither Road  
Gaithersburg, MD 20877  
(301) 947-3304  
Fax (301) 990-7536  
www.habitat-mc.org/restore

*Reused building materials.*

### **Laser Printers Plus, Inc.**

11226 Georgia Avenue  
Silver Spring, MD 20902  
(301) 933-9007  
Fax (301) 933-9011  
www.laserprinters.com

*Computer & machine parts; computer cartridges.*

## RECYCLED PRODUCTS GUIDE (continued)

### **Mid-Atlantic Waste Systems**

10641 Cordova Road

Easton, MD 21601

(800) 338-7274 or

(410) 820-7188

[www.mawaste.com](http://www.mawaste.com)

*Specializes in compactors.*

### **Office Depot**

Business Solutions Division

(888) 263-3423 or

(800) 269-6888

[www.officedepot.com](http://www.officedepot.com)

*Offers a variety of recycled-content office products.*

### **Office Max**

6745 Business Parkway

Elkridge, MD 21075-6340

(800) 282-6473 or

(410) 579-5200

Fax (800) 572-6473

[www.officemax.com](http://www.officemax.com)

*Recycled paper content; re-manufactured toner cartridges.*

### **Office Paper Systems, Inc.**

7650 Airpark Road

Gaithersburg, MD 20879

(301) 948-6301

Fax (301) 948-6302

[www.opsus.com](http://www.opsus.com)

*Recycled printing papers; recycling containers.*

### **RIS Paper House**

(Domtar Distribution Group/

Mid-Atlantic/Baltimore-Washington)

310 Prince George's Blvd.

Upper Marlboro, MD 20774

(888) 689-0747 or

(301) 430-2800

Fax (301) 430-0032

[www.rispaper.com](http://www.rispaper.com)

*Recycled printing papers, recycled craft paper, FSC paper.*

### **R.R. Donnelley**

1341 G St NW #300

Washington, DC

(202) 783-9191

[www.rrdonnelley.com](http://www.rrdonnelley.com)

*Recycled printing papers.*

### **S. Freedman & Sons, Inc.**

P.O. Box 1418 3322 Pennsy Drive

Landover, MD 20785

(800) 845-7277 or

(301) 322-5000

Fax (301) 772-7563

[www.sfreedman.com](http://www.sfreedman.com)

*Recycled paper; plastic containers; janitorial/cleaning equipment.*

### **Staples Advantage**

7021 Dorsey Road

Hanover, MD 21076

(800) 828-9949

[www.staplesadvantage.com](http://www.staplesadvantage.com)

*Sells recycled office supply products; furniture; re-manufactured toner cartridges.*

### **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)

## RECYCLED PRODUCTS GUIDE (continued)

### **The Loading Dock**

2 North Kresson St.  
Baltimore, MD 21224  
(410) 558-3625  
Fax (410) 558-1888  
[www.loadingdock.org](http://www.loadingdock.org)

*Reused building materials and some appliances.*

### **Victor Stanley, Inc.**

P.O. Drawer 330  
Dunkirk, MD 20754  
(301) 855-8300  
Fax (410) 257-7579  
[www.victorstanley.com](http://www.victorstanley.com)

*Plastics & other containers for outdoor use*

### **Unisource**

8261 Preston Court  
Jessup, MD 20794  
(800) 344-5522 or  
(410) 792-8069  
Fax (410) 792-8059  
[www.unisourceworldwide.com](http://www.unisourceworldwide.com)

*Recycled papers.*

## RECYCLED PRODUCT SUPPLIERS

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For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program at 3-1-1 or (240) 777-0311.

## RECYCLED PRODUCT SUPPLIERS (continued)

Codes: 1) Office paper, 2) Office supplies, 3) Custodial papers, 4) Cardboard boxes

### RECYCLED PAPER PRODUCTS

#### **ABC Box Company**

1135 Leadenhall Street

Baltimore, MD 21230

(410) 752-4635

Fax (410) 752-2697

www.abcboxes.com

www.supereaglesupply.com

*Code: 4*

#### **Blind Industries and Services of Maryland**

3345 Washington Boulevard

Baltimore, MD 21227

(888) 322-4567 or

(410) 737-2600

Fax (410) 737-2665

www.bism.org

www.supereaglesupply.com

*Code: 1 (recycled paper pads), 2*

#### **CANUSA Corp.**

1532 Thames Street

Baltimore, MD 21231

(410) 522-0110

www.canusacorp.com

*Code: 1 (paper broker,  
recyclable commodities)*

#### **Frank Parson Paper, Inc.**

2270 Beaver Road

Landover, MD 20785

(301) 386-4700

Fax (301) 773-8062

www.frankparson.com

*Codes: 1, 2*

#### **Office Depot Business Solutions Division**

(888) 263-3423 or

(800) 269-6888

www.officedepot.com

*Offers a variety of recycled-content  
office products.*

#### **Office Max**

6745 Business Parkway

Elkridge, MD 21075-6340

(800) 282-6473 or

(410) 579-5200

Fax (800) 572-6473

www.officemax.com

*Codes: 1-4*

#### **Office Paper Systems, Inc.**

7650 Airpark Road

Gaithersburg, MD 20879

(301) 948-6301

Fax (301) 948-6302

www.opsus.com

*Codes: 4*

## RECYCLED PRODUCT SUPPLIERS (continued)

Codes: 1) Office paper, 2) Office supplies, 3) Custodial papers, 4) Cardboard boxes

### **Paper Plus**

201 Ritchie Road, Bldg. B  
Capitol Heights, MD 20743  
(301) 499-3599  
Fax (301) 499-1121  
www.paperplus.com  
Codes: 1–4

### **RIS Paper House**

(Domtar Distribution Group/  
Mid-Atlantic/Baltimore-Washington)  
9101 E. Hampton Drive  
Capitol Heights, MD 20743  
(888) 689-0747 or  
(301) 430-2800  
Fax (301) 430-0032  
www.rispaper.com  
Codes: 1, 3

### **Staples Advantage**

7021 Dorsey Road  
Hanover, MD 21076  
www.staplesadvantage.com  
Codes: 1,2

### **Unisource Worldwide, Inc.**

8261 Preston Court  
Jessup, MD 20794  
(800) 344-5522 or  
(410) 792-8069  
Fax (410) 792-8059  
www.unisourcelink.com  
Codes: 1–3

## OTHER RECYCLED PRODUCTS

### **ANTIFREEZE**

#### **Multi-Parts and Services Inc.**

5647 Belle Grove Road  
Baltimore, MD 21225  
(410) 636-1221  
Fax (410) 636-2221  
www.multi-parts.com  
Antifreeze recycling equipment.

### **BUILDING MATERIALS**

#### **A&M Supply Corporation**

6100 Farrington Avenue  
Alexandria, VA 22304  
(703) 256-5800  
Fax (703) 642-0032  
www.awood.net  
Distributes homosote and MDF fiberboards  
and recycled decking material

### **PLASTIC LUMBER**

#### **Fisher Lumber**

525 E. Gude Drive  
Rockville, MD 20850  
(301) 424-6500  
Fax (301) 424-8864  
www.fisherlumber.com  
Distributes decking material (Trex®).

## **RECYCLED PRODUCT SUPPLIERS (continued)**

Codes: 1) Office paper, 2) Office supplies, 3) Custodial papers, 4) Cardboard boxes

### **Sheets Wholesale**

430 Mill Street

Vienna, VA 22180

(703) 938-9110

Fax (703) 938-2673

Specializes in Trex® decking.

### **T.W. Perry Enterprises**

8131 Snouffer School Road

Gaithersburg, MD 20879

(301) 840-9600

Fax (301) 670-6200

[www.twperry.com](http://www.twperry.com)

Specializes in Trex® decking.

## RECYCLING COST FACTORS

A variety of factors influence the cost of setting up a new recycling program for a business. Start-up costs may include the actual expense of purchasing or leasing additional containers and/or dumpsters for storing recyclable materials, and the cost of handling and transporting recyclable materials to an off-site processing facility by the hauler or collector.

While there may be new costs realized in establishing a recycling program, a well-planned program with active employee participation can actually provide appreciable cost savings in the long run, especially when education and waste reduction becomes an integral part of the recycling effort.

It is important to realize that all of the recyclable materials are being pulled out of the existing waste (trash) stream. Thus, the volume and tonnage of the waste for disposal decreases proportionately, which, in turn, should reduce the current cost of trash disposal (handling and transportation costs, including facility disposal costs). With less trash generated (both through waste reduction efforts and through diversion to recycling), the number and/or size of the trash containers can decrease, the number of pick-ups can decrease, and the amount paid in tip fees (actual cost of delivering materials to a disposal facility) should also decrease.

A business making a serious commitment to recycling is taking valuable, recyclable materials out of the dead-end waste stream, and giving them new life as valuable raw materials to re-manufacture into new products. This practice is important for the sustainable health of the overall business community and economy. Moreover, depending on the types of material being recycled, the market conditions and demand for those materials, and the volume of materials being recycled, there may be valuable rebates available to the business. These rebates may further reduce the overall cost of both recycling and trash disposal.

As you negotiate service contracts for recycling and trash hauling or collection services, carefully review the full range of cost options, as well as the potential to reduce the size and/or number of trash containers, as you bring in recycling containers. Be sure to explore rebate potentials for various materials and develop a mechanism for crediting those rebates to invoices for your recycling service.

Recycling can be cost effective if a program is carefully planned and coordinated with staff and employees, and if your contracts reflect your waste reduction and recycling efforts. The Business Recycling Program of Montgomery County's Division of Solid Waste Services can provide you with additional information and assistance for developing an efficient program with achievable goals. Call SORRT at 3-1-1 or (240) 777-0311 for further help.

### **Montgomery County SORRT Program**

# RECYCLING CAPACITY ESTIMATES

For use in completing your Annual Report if tonnage data is not available from your recycling company

Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height in feet)	RECYCLABLE MATERIAL CAPACITY (In Pounds)									
			These are estimates and are subject to change									
			Office Paper (Loose)	Newspaper (Loose)	Cardboard (Loose)	Mixed Paper	Aluminum (Whole cans)	Glass (Whole bottles/jars)	Steel/Tin (Whole cans)	Plastic Bottles (Narrow Neck)	Commingled Materials	
90 - 96 Gallon Cart Without Separate Cardboard Collection	0.5	2.5/2.5/4.0	98	89	93	62	54	82	78	49	60	
90 - 96 Gallon Cart With Separate Cardboard Collection	0.5	2.5/2.5/4.0										
Dumpster (2 yard)	2	3/4/4	261	97	73	127	131	472	280	144	253	
Dumpster (4 yard)	4	4/4/5	521	194	146	254	263	943	561	288	506	
Dumpster (6 yard)	6	4/5/6	782	291	219	381	394	1,415	841	432	760	
Dumpster (8 yard)	8	6/6/6	1,042	389	292	508	526	1,887	1,122	576	1,013	
Roll-off Container	10	6/22/4	1,303	486	365	635	657	2,359	1,402	721	1,266	
Roll-off Container	20	6/22/5	2,606	972	731	1,269	1,314	4,717	2,804	1,441	2,532	
Roll-off Container	30	6/22/6	3,909	1,457	1,096	1,904	1,972	7,076	4,206	2,162	3,798	

Shaded areas indicate this size container is not normally used for this material.

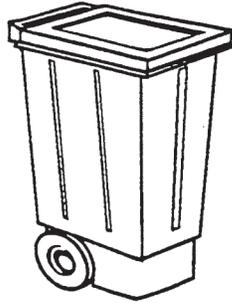
Montgomery County **SORRT Program**

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

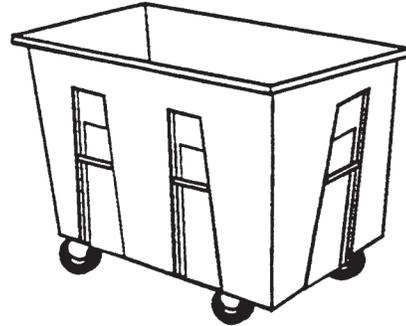
# Some Typical Recycling Containers



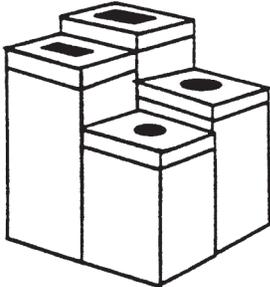
A. 32-Gallon Trash Can



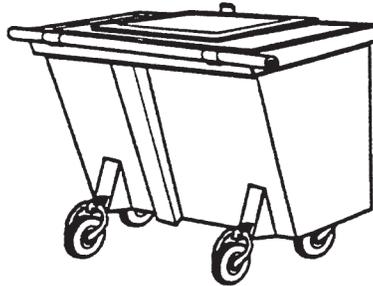
B. 90-Gallon Cart



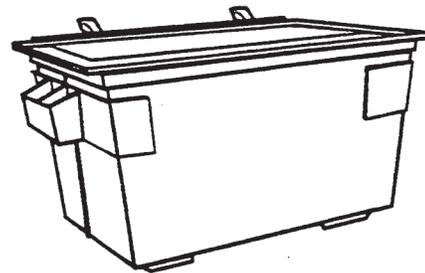
C. Wheeled Hamper/Container



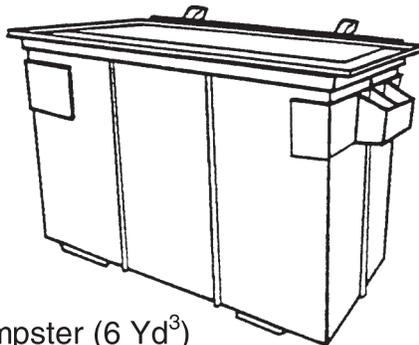
D. Recycling Group Containers



E. Dumpster (2 Yd<sup>3</sup>)



F. Dumpster (4 Yd<sup>3</sup>)



G. Dumpster (6 Yd<sup>3</sup>)



H-J. Roll-off Container

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