

TRRAC is here to help!

The Montgomery County Division of Solid Waste Services' TRRAC (*Think Reduce and Recycle at Apartments and Condominiums*) team is available to help multi-family properties implement or improve recycling programs. We are here to help your property come into and stay in compliance with the County's recycling regulations, reduce the amount of waste generated at your property, conserve natural resources, and understand the importance of purchasing products made from recycled-content materials.

Services and materials available to assist multi-family properties include:

- **Onsite consultations and technical assistance** to help you design and implement your recycling and solid waste programs. An experienced TRRAC team member can assess your current waste stream, identify sufficient recycling container types and sizes, select the appropriate level of collection service, establish and implement plans for ongoing communication with staff and residents about your recycling and waste reduction programs, resolve site-specific challenges, and identify ways to enhance your programs.
- **Participation in community and property events** such as condominium board meetings, pool parties, community festivals, staff training, informational lobby displays, and recycling presentations. Recycling awareness events are great opportunities to

educate residents and staff on what and how to recycle and why it is important. Bilingual TRRAC staff or volunteers are available to participate in these activities.

- **Educational materials** for property management and residents available in several languages. Examples include:
 - *Property Manager's Guide to Recycling*—a comprehensive resource that provides guidance on how to set up a successful multi-family recycling and waste reduction program.
 - Recycling brochures for residents in English and nine other languages.
 - Labels for recycling and solid waste containers.
 - Recycling posters for collection areas.
 - Bilingual (English and Spanish) recycling magnets for residents.
 - Recycling videos in English and Spanish.
 - In-unit, 6-gallon recycling containers for residents.
- **Seminars and webinars** that provide ongoing education for multi-family property representatives on how to implement, maintain, and improve recycling and waste reduction programs and file their Annual Recycling and Waste Reduction Reports online. These events are opportunities to interact with TRRAC staff and other property representatives to share ideas and experiences.



TRRAC

Think Reduce and Recycle at Apartments and Condominiums

We are here to help! Contact us.

Montgomery County, Maryland
Division of Solid Waste Services
Waste Reduction and Recycling Section
TRRAC Program
(Think Reduce and Recycle at Apartments and Condominiums)

www.montgomerycountymd.gov/recycling

Phone: 311 or (240) 777-0311

TTY: (301) 251-4850

Fax: (240) 777-6465



This information is available in an alternate format by calling David Frank at (240) 777-6446.

 Printed on recycled and recyclable paper.

Montgomery County, Maryland Multi-Family Property Recycling and Waste Reduction Program



Recycling is the law in Montgomery County, Maryland

Montgomery County Executive Regulation 15-04AM requires all multi-family properties (properties with seven or more dwelling units) to provide residents and staff the ability to recycle the following materials:



Mixed paper

White paper; colored paper; corrugated cardboard; boxboard; milk and juice cartons; newspapers; magazines; catalogs; telephone directories; hard cover and paperback books; unwanted mail; shredded paper; and all other clean, dry paper.



Commingled materials

Aluminum cans and foil products; bi-metal (steel/tin) cans; glass bottles and jars; and plastic bottles, jars, tubs, trays, domes, clamshells, caps, lids, pails, buckets, flower pots, and reusable durable plastic containers.



Scrap metal items

Predominantly metal items such as appliances, metal furniture, bed frames, pots and pans, sinks, irons, rebar, pipes, bicycles, toasters, and wire clothes hangers.



Yard trim

Grass, leaves, brush, and garden trimmings.



Christmas trees

For copies of the regulation, visit: www.montgomerycountymd.gov/recycling

Components of a Successful Recycling Program

Property committed to recycling

Show your residents you believe recycling is important! Provide information and in-unit recycling bins to residents during move-in and regularly update them about your program.

Containers for all required recyclable materials

Properties must place labeled containers for all required recyclable materials in each location where trash containers or chutes are located. Containers must be of adequate size and quantity to accommodate the materials generated by staff and residents to prevent overflow. Containers must be placed in reasonable and convenient proximity to all dwelling units, offices, club houses, pool areas, and anywhere else trash or recyclables are generated. This includes laundry rooms, mail rooms, and near any vending machine that dispenses products in recyclable packaging.

Sufficient collection service

Recyclables and trash must be collected frequently enough to prevent containers from overflowing. If your property contracts for collection service, you must use a collection company that has a current Montgomery County Collector's License to collect and transport recyclable material in the County. A collector must provide a copy of its current Collector's License to each of its customers annually.

Monitoring and maintenance

Visit your recycling and solid waste collection areas on a regular basis to ensure they are clean and well maintained. Have any damaged or broken containers repaired or replaced. Replace worn, damaged, or outdated posters and labels with up-to-date materials. Monitor fullness of containers and adjust your collection frequency if necessary. Ask residents what they think about your recycling program. Discuss improvements to your recycling program with your collector and staff from the Division of Solid Waste Services Multi-Family Recycling Team.

Regular education for staff and residents

Educate all staff and residents regarding the property's recycling program on a regular basis. Ensure both staff and residents know where the recycling collection areas are and which materials can and cannot be recycled. Include information about the property's recycling program in move-in packages. Educational resources include notices posted in common areas, newsletters, and events that strengthen the community and increase recycling awareness.

Waste reduction

Promote waste reduction opportunities for residents and staff and when renovating dwelling units. Examples of waste reduction activities include using reusable mugs in leasing offices, facilitating resident yard sales, donating usable items to charitable organizations, purchasing supplies in bulk, grasscycling (leaving grass clippings on the lawn when the grass is mowed), and minimizing paper use.

Data Collection

Maintain records of contracts, invoices, and/or scale house tickets of recycling and trash collection. Calculate your property's recycling rate and track year-to-year progress.

Reporting

- Waste Reduction and Recycling Plan:** Multi-family properties must have an approved Waste Reduction and Recycling Plan on file with the County. This plan should demonstrate how the property will recycle and otherwise reduce the amount of solid waste going to disposal facilities. The plan's goal should be reducing the amount, by volume or weight, of solid waste collected for disposal by at least 70 percent annually.
- Annual Recycling and Waste Reduction Report:** Multi-family properties must submit an annual recycling report by February 1 each year. This report documents the types and quantities of materials recycled and disposed by the property as well as its efforts to educate staff and residents on the property's recycling program. You can save postage and paper by filing your recycling report online.