



**GLASS BOTTLES
AND JARS**



**NEWSPAPERS
INCLUDING INSERTS**



**ALUMINUM CANS
AND FOIL**

MONTGOMERY COUNTY BUSINESS



**CORRUGATED
CARDBOARD**



DEPARTMENT OF
**ENVIRONMENTAL
PROTECTION**
MONTGOMERY COUNTY • MARYLAND



**CLEAN,
DRY PAPER**

RECYCLING REGULATION HANDBOOK



**STEEL AND
TIN CANS**



**GRASS, LEAVES, BRUSH
& CHRISTMAS TREES**



**PLASTIC BOTTLES,
JARS & CONTAINERS**

Handbook Contents

Introduction

Section 1:

Procedures and Requirements

Section 2:

How to Set Up a Business Recycling Program

Section 3:

Instructions for Completing Your Business Recycling and Waste Reduction Plan

Section 4:

Guide to Completing Annual Report Forms

Section 5:

Reduce Waste — Save Money and Resources

Section 6:

Implementing a Food Scraps Recycling Program

Section 7:

Close the Loop! Buy Recycled

Section 8:

Reference Materials

To learn more about business recycling, call Montgomery County's SORRT Program at 3-1-1 or 240-777-0311 (if calling from outside Montgomery County).

This information is available in an alternate format by calling (240) 777-6421.

Montgomery County SORRT Program

2425 Reddie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. [MontgomeryCountyMD.gov/RecycleRight](https://montgomerycountymd.gov/RecycleRight)

Introduction

Because 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 even more of the waste generated in the County, aiming for zero waste.

To achieve these goals, Montgomery County has required all businesses to recycle since 1993. Montgomery County's most recent recycling regulation, Executive Regulation (ER) 1-15, requires businesses in the County to recycle and report recycling progress to the Montgomery County Recycling and Resource Management Division (RRMD).



This Business Recycling Regulation Handbook has been prepared by RRMD to assist 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. 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 a copy of the regulation in this book, along with copies of your recycling plan and annual reports.



Montgomery County SORRT Program

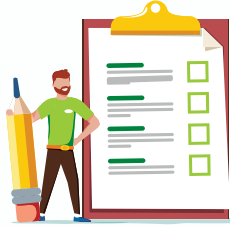
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Section 1:

Procedures and Requirements

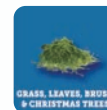


All businesses are required to comply with the recycling regulations within 30 days of operating within the County.

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, empty, non-hazardous aerosol cans, glass bottles and jars, and plastic lids, bottles, jars, containers, tubs, flower pots, pails, buckets, caps and #1 PET clamshell containers.
3. Scrap metal
4. Yard trim (grass, leaves and brush)
5. Christmas trees



Businesses with 100 or more employees¹ 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 as much as possible.
3. Submit an Annual Business Recycling and Waste Reduction Report (referred to as the Annual Report) by the dates specified in Executive Regulation (ER) 1-15 and noted in Section 4.

Businesses with fewer than 100 employees¹ are required to:

1. Recycle the required materials with a goal of recycling or reducing the amount of solid waste going to disposal facilities as much as possible.
2. Upon request from the Recycling and Resource Management Division, 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.

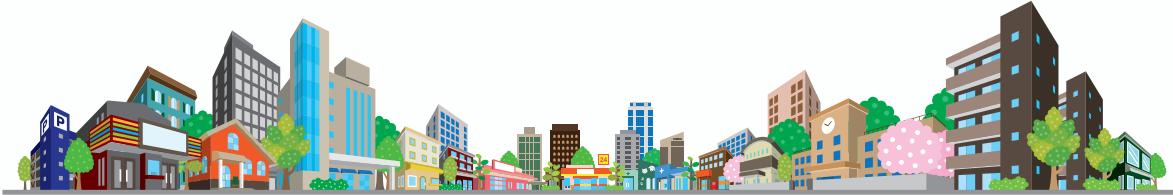
If your business already recycles, simply document the program by completing the Plan and submitting it to the RRMD, and file an Annual Report by the dates specified in ER 1-15.

¹ 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 a business?

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 non-profit organizations, public institutions, public and private schools, local, state, and Federal 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 trim (grass clippings, leaves, garden trimmings and brush), food scraps and other types of acceptable organic materials, are handled in a manner that encourages natural decomposition. The material that is produced from this process can be reused as a beneficial 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 employees are required to file a Plan upon written request by RRMD.

This plan must identify the number and size of collection containers, collection frequency, and the name of the company responsible for collecting each material. This plan also asks businesses to identify 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 “Annual 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 is encouraged to request this information from the company(ies) collecting their recyclables and solid waste. If your collection company(ies) cannot provide this data, you will need to estimate the quantity using the Recycling Containers and Capacity Estimates chart found in Section 7 of this Handbook, or by using our online recycling and refuse calculator at MontgomeryCountyMD.gov/RecycleRight and click on “Recycle at Work”.



The County recommends tracking this data monthly. 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 and cardboard (may be sorted by type/grade), commingled materials (may be sorted by type), yard trim, Christmas trees and scrap metal. Refer to Recyclable Materials – Definitions list, Section 8 of this Handbook.

Other types of materials your business may voluntarily recycle include the following: plastic film, such as plastic bags and shrink wrap, food scraps, wood waste, batteries, motor oil/antifreeze, construction and demolition debris, toner cartridges, computer equipment, textiles, 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, check 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 obtain other information that may be needed.

Exemptions will be reviewed 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, RRMD 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 Annual Report covering facilities in their entirety and include 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 Annual Report for the entire facility.

Businesses must work with their property manager if they need assistance to recycle. The County recommends that tenants and property managers work together to set up a recycling program 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 collection 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 include 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 tonnage (amounts) 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 and Annual Report for each location.

Please note: Any Plan and/or Annual 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 premises.

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.)

In this example, each of the thirty stores must be provided a copy of the Plan and/or Annual Report from their corporate headquarters or central office to maintain on-site.

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.

What happens if my business or property does not comply with Montgomery County's recycling requirements?

Under Montgomery County Code, violations of Executive Regulation 1-15 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 can be levied for each day that the violation exists.

Montgomery County's Ban on the Use and Sale of Polystyrene (#6) Food Service Ware and Loose Fill Packaging Materials

The use and sale of all #6 polystyrene food service ware and expanded polystyrene loose fill packaging (packaging peanuts) is prohibited in Montgomery County, Maryland. All food service establishments, including concession stands and food trucks, must use food service ware that is reusable, compostable or recyclable in Montgomery County.

Prohibiting the use and sale of polystyrene food service ware products and loose fill packaging will help protect our environment and reduce litter.



Montgomery County's Requirements on Single-Use Straws

The distribution of single-use straws is prohibited in Montgomery County, Maryland, except in certain circumstances.

All food service establishments, including concession stands and food trucks, may not provide a straw to a customer, unless the customer requests a straw. Straws provided must be reusable, home compostable or marine degradable. Food service businesses are permitted to maintain a supply of plastic straws to provide to customers upon request to comply with medical and disability rights laws.



For more information about these laws, as well as a list of vendors that offer recyclable or compostable alternatives, visit our website at:

<https://www.montgomerycountymd.gov/sws/expanded-polystyrene/>.

不用六號塑料，轉換使用可回收的塑料

Haga el cambio y deje de USAR PRODUCTOS DE PLÁSTICO NÚM. 6

Make the Switch FROM #6 PLASTICS

#6 polystyrene plastics, such as plastic and foam cups, containers, plates, bowls and more are not recyclable in Montgomery County. Use reusable, recyclable or compostable food service ware.

Learn more at [MontgomeryCountyMD.gov/SwitchFromSix](https://www.montgomerycountymd.gov/SwitchFromSix) or call 311 or 240-777-0311.

NO THANKS!

Plastic straws are not recyclable in Montgomery County. Make sure you "Skip the Straw" when ordering beverages.

Businesses that provide straws must provide reusable, home compostable, or marine degradable straws.

Is Your Food Service Business in Compliance?
¿Cumple con la ley su empresa de servicios alimentarios?
您的餐飲服務場所是否合規呢?

Plastic Straws Plásticos (excepto los vasos, platos y otros utensilios de plástico rígido)	Reusable Straws Pajillas Reutilizables (steel metal, bamboo, glass or silicone)	Home Compostable or Marine Degradable Straws Pajillas Reutilizables o compostables en la casa o marino (biodegradable, compostable, or marine degradable)
Plastic Straws are not recyclable in Montgomery County. They are made of polystyrene (PS) and are not accepted in the County's recycling program.	Reusable Straws are made of steel, metal, bamboo, glass or silicone. They are reusable and can be used repeatedly.	Home Compostable or Marine Degradable Straws are made of biodegradable materials. They can be composted at home or in a marine environment.

No, gracias! Las pajillas de plástico no son reciclables en el Condado de Montgomery. Asegure de "Omitir las pajillas de plástico" cuando pida bebidas. Los negocios que ofrecen pajillas a petición del cliente deberán proporcionar pajillas reutilizables, compostables en casa o degradables en el entorno marino.

不用了，謝謝！塑膠做的吸管在蒙哥馬利郡是不可回收。訂購飲料時，請確保“不用吸管”。要求提供吸管的企業商家必須提供可重複使用的、家庭可堆肥或海洋可降解的吸管。

[MontgomeryCountyMD.gov/SkipTheStraw](https://www.montgomerycountymd.gov/SkipTheStraw) • 311 • 240-777-0311

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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, empty non-hazardous aerosol cans, glass bottles and jars, and plastic bottles, jars 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.

1. Enlist the Support of Top Management

Setting up a recycling program will affect every employee in your company and require changing several procedures. Before you begin, enlist the support of top management.

For most companies, recycling can be implemented for very little time and money. Here are some 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 senior management has a copy of the County's recycling regulation, Executive Regulation 1-15, and the helpful brochure, Business Recycling Guidebook that can be ordered online or by calling RRMD.

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:

- Providing recommendations when selecting a recycling service company (refer to the list of recycling companies in Section 8 of this handbook, or conduct a search online for "recycling" or "scrap")



- Organizing the recycling collection system
- Getting employees involved
- Tracking the progress of the recycling program
- Keeping files on contracts and weight receipts provided by recycling collection companies that show the 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 1-15 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.

In addition to the coordinator, it's useful to have program monitors on each floor/building 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 free from non-recyclable materials (contamination)
- Ensuring recycling bins are located next to all trash container(s)
- Making sure all containers are labeled
- Ensuring recycling bins are located near vending machines that dispense products in recyclable packaging
- Notifying the coordinator if a container is overflowing
- Encouraging employees to participate in the recycling 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.

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, paperboard, newspapers and inserts, magazines, catalogs, telephone directories, paperback and hardcover books, unwanted mail, shredded paper and other clean, dry paper. Businesses have the option to separate any of these items for recycling collection.



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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 any of these items for recycling collection.

Glass bottles and jars: Clear, brown, and green glass bottles and jars. Lids and caps should be removed from bottles and jars first before they are placed loose in the commingled materials recycling container.

Broken glass and glass that is not food packaging, such as light bulbs, drinking glasses 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 and foil products.

Steel/bi-metal cans: Steel/tin cans such as sauce, tuna fish or soft pet food cans.

Empty Non-hazardous aerosol cans: Non-hazardous aerosol metal cans such as cooking spray or keyboard air duster cans. Cans must be empty.

Plastic bottles, jars and containers: Any plastic bottle, jar or container including tubs, lids, caps, pails, buckets, cups, flowerpots, and #1 PET clamshell containers.



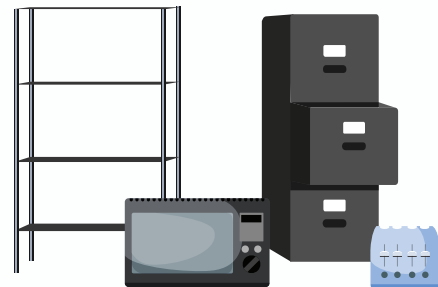
Yard trim: If you have green space on your property or are in a horticulturally oriented business, you probably have leaves, grass clippings, and brush that must be reduced, composted or recycled. The most preferred option is to grasscycle or compost yard trim materials on-site, directly at the source.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



Christmas trees: If you display live trees at your business, contact your landscaper or grounds staff to compost with yard trim materials, or self-haul to a composting facility.



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, metal doors, metal cabinets, humidifiers/dehumidifiers, bikes, swing sets, aluminum lawn chairs, shower stalls, disassembled metal sheds, fencing, wiring, shelving units and more.



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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 food scraps, computers or wood pallets that can be recycled. Recycling all of the materials you can will reduce your overall waste collection and disposal costs.

If your organization generates quantities of recyclable materials too small to justify contracting recycling collection service 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 facility 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. Executive Regulation 1-15 requires all businesses that self-haul recyclable materials to a recycling facility or scrap yard to obtain weights or scale house tickets and provide these as documentation of quantity recycled for reporting requirements. For a list of recycling facilities in the region, check out Section 8 of this handbook.

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 <https://www.montgomerycountymd.gov/sws/facilities/ts/>.

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.



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 store 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 business of recycling is always fluctuating, the arrangements you will be able to make with a recycling service company are subject to change. Depending on market conditions, some companies may pick up your recyclables at no charge, although they may require you to accumulate a large quantity to make the pick-up worthwhile. Some may pay you for the recyclables. Others may charge a pick-up fee. The best way to find out what services are provided is to contact the company.

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 material 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 recycling program? Is there a minimum amount required for a pickup?
- Do you provide "scheduled" or "on call" pickups?
- What other recyclable materials will you pick up?
- 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?
- Will you provide monthly tonnage reports on the amount of recyclables collected for each material for County reports? 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 recycling program?

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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 or janitorial service staff when setting up a collection system.

When introducing custodial/janitorial staff to your recycling program, explain that they are handling the same amount of materials; only now they are placing the trash and the recyclable material into separate containers.

If you contract your janitorial/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.

Collecting Your Recyclable 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

Consider these tips to help employees capture mixed paper for recycling:

- A designated recycling bin or container at each desk or workstation is a highly effective means of collecting mixed paper (copier, letterhead, computer, note pad, and forms).
- **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 deskside containers or in areas of high paper generation, such as the copy and mail rooms.
- **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.



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Commingled materials

- All food and beverage jars and bottles should be emptied and rinsed before they are placed in recycling bins.
- 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 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 commingled materials 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.

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 the recycling chasing arrows and a label indicating the material that can be placed in that container.

A simple picture of each acceptable material 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 materials to be deposited. For example, a lid for a commingled materials recycling bin 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 at the source 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 collecting them. It is an inexpensive, efficient method of putting the vital nutrients in grass back into the soil, which helps reduce the need for using chemical fertilizers.

Composting: A compost pile turns yard trim materials into humus, an excellent soil conditioner. Yard trim materials can be composted in relatively inexpensive compost bins on your business' property. Find out what your landscape contractor or grounds keeper does with yard trim generated at your site.



Explore with your grounds maintenance staff the best option for your business. (See Reducing and Recycling Yard Trimmings in Section 5 of this handbook.)

Getting Recyclable 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. Janitorial staff 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 program, 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. If recycling containers have too much contamination, the materials may be disposed of as trash, or the contamination may impact sorting operations at recycling facilities.

Contamination may also cause the load to be rejected at the point of collection, which may result in additional fees and fines passed on to the businesses.

Minimizing contamination is an important part of your recycling program. 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 their weekly staff meeting to a short demonstration on how to recycle correctly. After start-up, posters near the recycling containers serve as 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 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 charity or office fund, is one effective measure. “Trees saved” is another popular and effective measurement tool. Use our environmental footprint calculator to measure how much your recycling efforts help the environment. Visit <https://www.montgomerycountymd.gov/sws/footprint/>.
- Let employees know if too much of the wrong types of materials are being mixed in. Remind them what is and what is not acceptable. Remember to recycle right!
- 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 material as possible.

8. Renegotiate Your Waste Disposal Contract

Have you added or increased recycling collection services? Are you getting near the end of your waste and recycling contract? Has your business recently changed operations? Now is a good time to reevaluate your collection contract. Generally, it’s good practice to rebid waste and recycling service every 3 years. When you add or increase recycling collection services, you are shifting materials out of your trash containers and into the recycling containers. Therefore, your business or organization may be able to reduce the size of or the number of refuse collection containers, or may be able to decrease the collection frequency, saving money on waste disposal costs.



Montgomery County SORRT Program

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. [MontgomeryCountyMD.gov/RecycleRight](https://www.montgomerycountymd.gov/RecycleRight)

- Conduct an audit of your waste and recycling collection containers and determine if you can reduce the size of your containers or frequency of collection, known as right-sizing.
- Check your current contract to be sure you are not on auto-renew.
- Know the end clauses – are you required to give notice?
- Review invoices to understand what you are currently being charged. Are there extra surcharges or hidden fees that can be eliminated?
- Will the collector work with you to meet certain performance-based goals?
- Consider contracting with a waste consultant to assist getting a better price or more agreeable terms.

Contact the SORRT Program for assistance. We provide on-site technical assistance and site-specific recommendations to assist businesses with implementing successful recycling programs designed to reduce, reuse and recycle more. Call 311 or 240-777-0311 for assistance.

Montgomery County SORRT Program

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. [MontgomeryCountyMD.gov/RecycleRight](https://montgomerycountymd.gov/RecycleRight)

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 to the County in accordance with Executive Regulation 1-15. 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 goal of recycling even more waste generated in the County, aiming for zero waste.

- 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 Recycling and Resource Management Division (RRMD) receives your request, staff will send a standard Exemption Request Form, which your business must complete and submit to RRMD. Upon receipt of a completed Exemption Request Form, County staff will schedule a site visit.

Exemptions, if approved, 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 REDUTION 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 street address, suite or room number, 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.

Business Name: _____

Address: _____

Phone Number: _____

Recycling Program Contact Person: _____

Contact Person e-mail: _____ 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: _____

EMPLOYEE NUMBER: _____ (Employee means any 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

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 on site, for more than six months in a calendar year. If this Plan is being submitted for multiple business sites, provide the total number of 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 number of employees for each store location.

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 number of 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.

North American Industry Classification System (NAICS) Code

This refers to the standard number used by the federal government to classify different types of businesses. You can look up the NAICS for your type of business or organization at: <https://www.census.gov/naics/>.

BUSINESS TYPE (Check all that apply):

- | | | | |
|--|---|-------------------------------------|--|
| ☐ BAR/RESTAURANT | ☐ OFFICE | ☐ WHOLESALE | ☐ AGRICULTURAL |
| ☐ RETAIL, NON-GROCER | ☐ RETAIL, GROCER | ☐ LABORATORY | ☐ MANUFACTURING |
| ☐ SOCIAL SERVICES | ☐ HOTEL | ☐ HOSPITAL | ☐ EDUCATION |
| ☐ HOME-BASED BUSINESS | ☐ OTHER (Please Specify) _____ | | |

North American Industry Classification System (NAICS) Code: _____ (If Known)

Montgomery County SORRT Program

2425 Reddie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. MontgomeryCountyMD.gov/RecycleRight

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 amount of required materials generated to divert them from your trash. The materials identified in the left-hand column include all the required recyclables. ***Notate white office paper, colored paper, newspapers, magazines, cardboard and other clean, dry paper mixed together*** on the line for "mixed paper." ***Notate food and beverage containers mixed together*** on the line for "commingled containers." (Refer to the Recyclable Materials – Definitions list in Section 8.)

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, compactors, balers, and roll-off(s) for which your business is responsible. Report the number of deskside 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 janitorial service provider 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 janitorial service 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 facility, 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 1-15 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. 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.

FOURTH COLUMN:

Check Box if Exemption Request Form is Required

If your business cannot recycle any of the required categories of recyclable 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, RRMD will provide you with a standard Exemption Request Form for submission to RRMD. RRMD staff will schedule a site visit upon receipt of an Exemption Request Form. Exemption requests will be reviewed 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
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 reusing wood pallets, donating used computer equipment, recycling used motor oil, donating edible, uneaten food, etc.

BOTTOM ROW: Solid Waste for Disposal Only:

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.

MONTGOMERY COUNTY 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: Department of Environmental Protection, Recycling and Resource Management Division/Waste Reduction and Recycling Section,
Attn: SORRT Program, 2425 Reedie Drive, 4th Floor, Wheaton, MD 20902

Business Name: _____

Address: _____

Phone Number: _____

Recycling Program Contact Person: _____

Contact Person e-mail: _____ 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: _____

EMPLOYEE NUMBER: _____ (Employee means any 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):

- | | | | |
|--|---|-------------------------------------|--|
| ☐ BAR/RESTAURANT | ☐ OFFICE | ☐ WHOLESALE | ☐ AGRICULTURAL |
| ☐ RETAIL, NON-GROCER | ☐ RETAIL, GROCER | ☐ LABORATORY | ☐ MANUFACTURING |
| ☐ SOCIAL SERVICES | ☐ HOTEL | ☐ HOSPITAL | ☐ EDUCATION |
| ☐ HOME-BASED BUSINESS | ☐ OTHER (Please Specify) _____ | | |

North American Industry Classification System (NAICS) Code: _____ (If Known)

Who will submit your Annual Recycling and Waste Reduction 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 RRMD USE ONLY - DO NOT WRITE BELOW THIS LINE

RECYCLING AND RESOURCE MANAGEMENT DIVISION APPROVAL BY: _____ Date: _____

EXEMPTION STATUS: _____ Approval Sent: _____

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 Collection Company hauling/handling materials *If self-hauled, indicate facility/phone number where materials are delivered to	WASTE REDUCTION PROGRAM (Check if applicable and attach separate page to describe)	Check Box if Exemption Request Form is requested **
REQUIRED MATERIALS FOR RECYCLING, REUSE, OR BEING SOURCE REDUCED				
MIXED PAPER			☐	☐
WHITE OFFICE PAPER			☐	☐
CORRUGATED CARDBOARD			☐	☐
NEWSPAPER			☐	☐
COMMINGLED MATERIALS			☐	☐
ALUMINUM CANS			☐	☐
STEEL/TIN CANS			☐	☐
PLASTIC BOTTLES AND CONTAINERS			☐	☐
GLASS BOTTLES & JARS			☐	☐
YARD TRIM: Leaves Grass Brush			☐	☐
CHRISTMAS TREES			☐	☐
SCRAP METAL			☐	☐
VOLUNTARY MATERIALS FOR RECYCLING, REUSE OR BEING SOURCE REDUCED (Attach list of additional materials as needed)				
MATERIAL:				N/A
MATERIAL:				N/A
SOLID WASTE FOR DISPOSAL ONLY - BELOW THIS LINE				
SOLID WASTE FOR DISPOSAL (Trash)				N/A

** RRMD 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 _____ Company Name _____
 I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with Montgomery County Executive Regulation 1-15, 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 _____

OPTIONAL SUBMITTAL WITH BUSINESS RECYCLING AND WASTE REDUCTION PLAN

Does your Company buy or use any products that contain recycled content or material (such as recycled toner cartridges, recycled hand towels or tissue paper, copier paper, etc.)? If so, please specify products below. Attach additional pages if needed.

(Refer to Recycled Product Supplier List and Recycled Products Guide in the Resource Material section of the Business Recycling Regulation Handbook.)

Section 4:

Guide to Completing Annual Report Forms

All large and medium-sized businesses, as well as property owners of multi-tenant commercial facilities in Montgomery County are required to submit an annual recycling and waste reduction report (referred to as the Annual Report) to the County. In addition, small businesses may be required to submit an Annual Report to the County upon request by the Recycling and Resource Management Division (RRMD).

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 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 later in this section.

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 and field verified 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 RRMD. 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.

OPTIONS FOR FILING ANNUAL REPORTS:

There are two (2) options to file the Annual Recycling and Waste Reduction Report. The primary and preferred method to file the report is online. Logon to RRMD/Waste Reduction and Recycling Section Online Annual Report filing website at www2.montgomerycountymd.gov/DEPARR/

Reports can also be submitted on paper-based forms which can be downloaded at https://www.montgomerycountymd.gov/SWS/Resources/Files/sorrt/forms_report.pdf

Both versions of the report must include the following information:

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 include.

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.

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.

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.

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 or 0.

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 listed in this section include all of the required recyclable materials.

Montgomery County SORRT Program

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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 found later in this section or access our online calculator at MontgomeryCountyMD.gov/RecycleRight.

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 that all paper products listed under the definition of mixed paper in Section 8 must be recycled if generated.

If your business contracts with a document destruction company for shredding confidential paper, please indicate that amount under the Shredded Paper Collected Separately option.

If your program collects food and beverage containers, liquid detergent or cleanser bottles or other consumable product containers mixed together (aluminum cans and foil products, steel and tin cans, plastic bottles and containers, and glass bottles and jars), 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 8 for a description of each material type.

Yard trim 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 trim is being managed.

Please add any other material that your business recycles that is not required for recycling under Executive Regulation 1-15. Please attach a separate page if needed.

Number and Size of Collection Containers and Number of Pick-Ups per Month

Provide the total number of central collection containers for each material, including hampers, boxes, bins, totes, dumpsters, compactors, balers, 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 collected 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 in the building.)

Name and Phone Number of Company Hauling/Handling Materials

Provide the complete name and contact information of the Montgomery County-licensed hauler or collector responsible for hauling each material to a facility for recycling. If your business back-hauls or self-hauls recyclable materials to recycling facility, indicate "Back-haul/Self-haul" and provide the complete name of the facility and phone number (with area code) receiving the material. Under the category Solid Waste for Disposal, provide the complete name and phone number (with area code) of the licensed hauler or collector responsible for disposing of your business' trash.

Waste Reduction Program

The regulation requires your business to recycle and reduce the amount of waste going to disposal facilities. 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.

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.

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 collected 4 times a month. If you leave this information blank, your annual report will be considered incomplete and RRMD 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.

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.

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ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT

Refer to the *Montgomery County Business Recycling Regulation Handbook* for guidance on completing this Report.
Send completed Report to: Recycling and Resource Management Division, Attn: SORRT, 2425 Reedie Drive, 4th Floor, Wheaton, Maryland 20902

Business filing this Annual Report, provide:

Business Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person Name and Title: _____

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 RRMD USE ONLY - DO NOT WRITE BELOW THIS LINE

RECYCLING AND RESOURCE MANAGEMENT DIVISION APPROVAL BY:

Date:

EXEMPTION STATUS:

CURRENT RECYCLING RATE:

PREVIOUS RECYCLING RATES:

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 requested **
REQUIRED MATERIALS FOR RECYCLING, REUSE, OR BEING SOURCE REDUCED					
MIXED PAPER	Pounds/Yr.				☐
WHITE OFFICE PAPER	Pounds/Yr.				☐
CORRUGATED					☐
CARDBOARD	Pounds/Yr.				☐
SHREDDED PAPER COLLECTED SEPARATELY	Pounds/Yr.				☐
NEWSPAPER	Pounds/Yr.				☐
COMMINGLED MATERIALS	Pounds/Yr.				☐
ALUMINUM CANS	Pounds/Yr.				☐
STEEL/TIN CANS	Pounds/Yr.				☐
PLASTIC BOTTLES AND CONTAINERS	Pounds/Yr.				☐
GLASS BOTTLES & JARS	Pounds/Yr.				☐
YARD TRIM Leaves Grass Brush	Pounds/Yr.				☐
CHRISTMAS TREES	Pounds/Yr.				☐
SCRAP METAL	Pounds/Yr.				☐
VOLUNTARY MATERIALS FOR RECYCLING, REUSE OR BEING SOURCE REDUCED (Attach list of other materials as needed)					
					N/A
					N/A
SOLID WASTE FOR DISPOSAL ONLY - BELOW THIS LINE					
SOLID WASTE FOR DISPOSAL (Trash)	Pounds/Yr.				N/A

* List Container Types: ** RRMD 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 1-15, 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

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WASTE REDUCTION/REUSE AND EDUCATION REQUIREMENTS

TO BE INCLUDED WITH BUSINESS RECYCLING ANNUAL REPORT

Describe the progress in waste reduction and reuse efforts that have been undertaken by your business in an effort to reduce the amount of refuse generated.

[illegible]

Describe your efforts to educate tenants (if report is filed by a property manager) or employees about the recycling program in place. Examples include, but are not limited to: newsletters, email reminders, training workshops, etc.

[illegible]

RECYCLING CAPACITY ESTIMATES

For use in completing your Annual Report if tonnage data is not available from your recycling company

RECYCLABLE MATERIAL CAPACITY (In Pounds) These are estimates and are subject to change											
Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/ Height in feet)	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		62	54	82	78	49	60
90 - 96 Gallon Cart With Separate Cardboard Collection	0.5	2.5/2.5/4.0				93					
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.

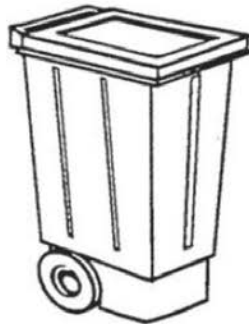
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SOME TYPICAL RECYCLING CONTAINERS



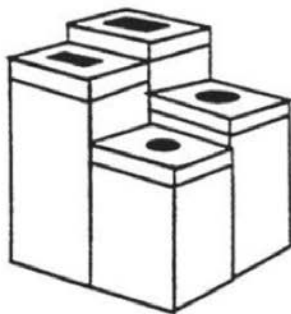
32-Gallon Trash Can



90-Gallon Cart



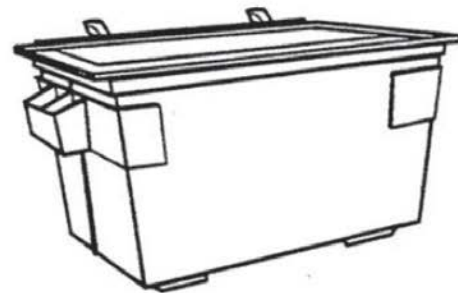
Wheeled Hamper/Container



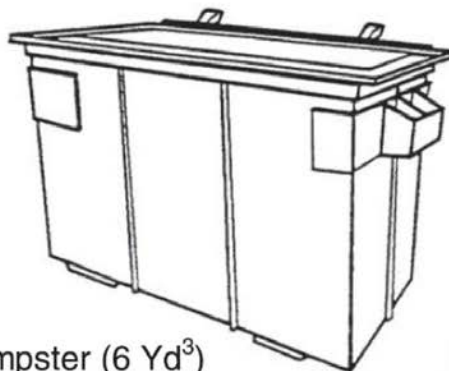
Recycling Group
Containers



Dumpster (2 Yd³)



Dumpster (4 Yd³)



Dumpster (6 Yd³)



Roll-off Container

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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 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.

Reducing Waste Benefits Your Business

Reducing waste has many environmental benefits. 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 to reduce waste and recycle more, aiming for Zero Waste. But recycling alone will not achieve this ambitious goal. Businesses will have to reduce the amount of waste they produce to make this goal a reality.



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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 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 electronically rather than making hard-copy files
- Using smaller fonts to save space
- Making note pads from scrap papers



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's needs, you can learn a great deal from the experiences of these area businesses.

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Here are some examples of how businesses and organizations in Montgomery County have reduced the amount of waste generated:

Girls on the Run Montgomery County: orders items such as t-shirts based on enrollment numbers and not simply projections.

The Heights School: builds sets reusing materials from old sets and uses scrap lumber and hardware as much as possible.

Lockheed Martin Corporation: uses an asset redeployment system corporate wide to reuse assets such as furniture and equipment.

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 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 management. 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 savings, 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

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- 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 through a waste assessment

Goal setting. Perform a waste assessment to collect data 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 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, provide 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, and material exchanges. 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's 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's 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, 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 opportunities 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 waste reduction and recycling 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.

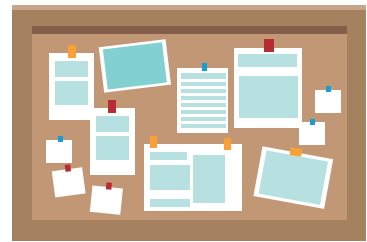
Business Waste Reduction Techniques

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 in the first place than to 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.

The following are suggestions for 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.

For Writing/Printing Paper:

- Make double-sided copies
- Keep mailing lists current
- Make scratch pads from used paper
- Reuse envelopes or use two-way envelopes
- Circulate shared memos, documents, periodicals, and reports rather than printing individual copies
- Use outdated letterhead for in-house memos
- Save documents electronically instead of making hard copies
- Use voice or electronic mail or put messages on a 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
- 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 before printing
- Donate unwanted magazines and journals to hospitals, clinics, or libraries



Reduce the amount of advertising mail you receive by writing to:

DMAchoice
Consumer Preferences
P.O. Box 900
Cos Cob, CT 06807

Ask that your business be removed from mailing lists. Registration may also be completed online through the DMA website at: 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 and returnable containers
- Return, reuse, and repair wooden pallets (see Section 8 of SORRT Handbook)
- Reuse newspaper and shredded paper for packaging

For Equipment:

- Reuse packaging materials such as bubble wrap or air pillows and cardboard boxes, or find someone who can
- Set up a system for returning cardboard boxes 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)
- Rent equipment that is used occasionally
- Use 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
- Use rechargeable batteries
- Install reusable furnace and air conditioner filters
- Sell or give old furniture and equipment to employees, or donate it to a local charitable organization (see SORRT List of Organizations Offering Reuse Opportunities)



For Landscaping/Organics:

- Use a mulching lawnmower and grasscycle your grass clippings by leaving them on the lawn when mowing (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 materials
- 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 to reduce the amount of yard trim generated

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 online, by phone or e-mail
- Buy products that can be accepted for recycling at a local recycling center
- Use optical scanners, which give more details about inventory, allowing more precise ordering
- 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 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:

- Use durable towels, tablecloths, napkins, dishes, flatware, cups, and glasses
- Use hot air dryers in restrooms
- Offer smaller portion sizes (e.g., child's menu) to reduce food scraps
- Arrange to donate edible food to local food banks

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- 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

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 or plastic hangers to the dry cleaners

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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:

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 when mowing – it is easy and economical to reduce nutrient application since the grass clippings serve as a nutrient source. Substituting compost as an organic top dressing provides primary and micro-nutrients to turf areas. Lastly, check with your supplier or local dealer for more information regarding slower-growing hybrids.



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.

Recycle Yard Trim 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, represent 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 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, discarded annuals, or trimmed flowers and hedges, can produce a beneficial soil amendment which can help reduce or eliminate the use of commercial fertilizers. Composting also eliminates disposal costs.

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

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



Take Materials to an Approved Composting Facility

Some large-scale commercial facilities accept materials for a fee and then process the materials into a finished compost product for resale. Other smaller facilities, often associated with farms or nurseries, 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 yard trim materials, and facility users must be registered. For more information, call 3-1-1 or (240) 777-0311. The following procedures must be observed when recycling yard trim materials:

- **Keep brush separate from other materials:** brush is processed through a tub grinder into shredded mulch.
- **Leaves, grass, and other materials should be clean:** no rocks, plastic, wood, metal, construction debris, or soil.
- **Stumps and logs are not accepted at the Montgomery County Shady Grove Processing Facility and Transfer Station.**
- **Materials from out-of-county cannot be imported to the Montgomery County Shady Grove Processing Facility and Transfer Station.**

For information regarding grasscycling, mulching, composting, landscape alteration, or the yard trim recycling program, contact the Recycling and Resource Management Division/Waste Reduction and Recycling Section at 3-1-1 or (240) 777-0311.

For tours of the Recycling Center, visit www.montgomerycountymd.gov/sws/facilities/rc/.

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Section 6:

Implementing a Food Scraps Recycling Program

Why Recycle Food Scraps?

Montgomery County, Maryland has a goal to reduce waste and recycle more, aiming for Zero Waste, and businesses play an important role in meeting this goal. The approximately 33,000 businesses operating in Montgomery County produce almost half of all solid waste generated in the County.

Based on the most recent waste composition study completed by the County, it is estimated that businesses dispose of approximately 28,000 tons of food scraps annually. By implementing a food scraps recycling program, your business or organization will help encourage the development of commercial food scraps recycling and composting facilities in the region and support increased access to food scraps 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 compostable 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!

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

1. Gain support from upper management.

To ensure the success of your food scraps recycling program, it is important to gain the support of top management from the start. Food scraps recycling programs can be set up cost-effectively in most organizations. The following are some of the positive aspects of setting up a food scraps 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.



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- Significant positive impact on recycling efforts of Montgomery County, while also protecting the environment.

2. Develop a Food Scraps 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 Scraps 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 scraps recycling containers.
- Strategy for ordering and re-ordering appropriate bins, containers, and supplies.
- Plan for transporting food scraps from interior food scraps recycling containers to centrally located collection containers, which are serviced by the food scraps recycling collector/hauler contracted by your organization.
- Efforts to educate, train, and motivate employees and solicit their feedback and ideas.

3. Select a Food Scraps Recycling Collection/Hauling Service Provider.

It is important to select and contract with an experienced food scraps recycling collection service provider to transport your food scraps to a food scraps recycling processing facility. Working closely with your collector/hauler will allow you to develop the optimal food scraps 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. After implementing food scraps recycling collection program, review your refuse collection services and contract to determine if you can reduce the size or number of refuse containers or reduce the frequency of collection now that food scraps are no longer being disposed in the refuse containers.

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- **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 scraps 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 scraps 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 scraps recycling collector/hauler to determine what is acceptable for use as a compostable bag liner that can be purchased and used to facilitate food scraps recycling collection in your facility.



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

Preparation:

- Identify key locations in food preparation areas (i.e., cafeterias and kitchens) to place food scraps recycling containers.
- Identify suitable central locations for placing larger food scraps recycling containers to be emptied by your food scraps 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 scraps recycling container to designate when the container is at 80 percent capacity. To avoid your food scraps container from becoming too heavy, the bin should be emptied once this level is reached.
- Place a compostable bag liner in each food scraps recycling container to help maintain the cleanliness of the container. This makes it easier to transfer food scraps into the larger central food scraps recycling containers that will be serviced by your food scraps recycling collector/hauler. Verify compostable bag liners are accepted by your food scraps recycling collector/hauler before ordering these supplies.

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- Place food scraps 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 scraps 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 scraps 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 scraps recycling collection container include:



**Meats, Fish,
and Bones**



Fruits and Vegetables



**Breads, Grains,
and Pasta**



Dairy Products



**Coffee Grounds
and Tea Bags**



Baked Goods



**Compostable Bags, Utensils,
Takeout Containers, etc.**



**Soiled Paper and
Cardboard Products**

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

- #6 Polystyrene/Styrofoam®
- Ash
- Chemicals such as bleach, detergents, or degreasers
- Batteries
- Non-compostable food service ware
- 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.

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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 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 need to request additional educational materials to facilitate your food scraps recycling program such as posters, brochures, and container labels, visit **MontgomeryCountyMD.gov/RecycleRight** or call the Montgomery County Recycling and Resource Management Division, Waste Reduction and Recycling Section's **SORRT Program** (Smart Organizations Reduce and Recycle Tons) at **311** or **240-777-0311**.



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Section 7:

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, it is estimated that businesses generate almost 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 just 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 recycling programs.

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 compared to virgin manufacturing processes. It can also reduce air and water pollution.

Buying recycled also makes a difference in how your customers and clients see you. Many businesses are requesting 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.

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:

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- A general preference for recycled-content 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 other recycled-content 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.

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 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-content 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-content 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-content 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-content products are more expensive than equivalent virgin products. In fact, some recycled-content 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-content products in their service to you. For example, you can require printers to use recycled-content paper and nontoxic inks for all printing jobs.

You can also request that any organization doing business with you use recycled-content 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-content 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-content product
- 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-content 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-content products are already being purchased.
2. Examine product specifications to determine if the maximum amount of recycled-content materials (and post-consumer waste) is being requested.
3. Examine product and contract lists to determine where you can substitute recycled-content products for virgin products or include recycled-content products in future bids. The following list will give you a good idea of the range of recycled-content products currently on the market.

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, etc)



Vehicle fleets

- re-refined oil
- recycled antifreeze
- retread tires



Construction products

- building insulation
- compost/mulch
- cement and concrete containing fly ash

Transportation products

- plastics (a-frames, fences, guardrail, posts, traffic cones, etc.)
- compost/mulch along roadsides/stormwater management projects

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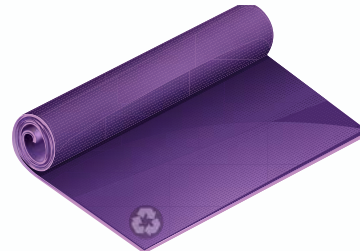
Recreation and parks

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



Other products

- absorbents
- bags (paper)
- yard waste containers
- curbside collection containers
- clothing and industrial rags
- food service containers (recyclable or compostable)
- paper and plastic pallets
- inside trash and recycling containers
- refurbished office equipment
- recycled ink/toner cartridges
- packaging material
- furniture
- auto parts
- flooring/carpeting
- mats (plastic and rubber)
- animal bedding
- packaging materials
- shower dividers/toilet/partitions/wall panels
- industrial wipers (paper)
- urinal screens
- solvents
- wallboard
- plastic (partitions, decking, fences/posts, parking stops and drainpipe)
- asphalt (rubberized asphalt/glassphalt)
- benches (bus stops, etc.)



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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-content 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-content 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-content 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.

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Work Sheet for Recycled-Content 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-consumer	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?

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RECYCLED PRODUCTS GUIDE

This SORRT Resource List (Section 8 of this Handbook) 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-content products and materials; your organization helps to increase this critical demand.

"BUY RECYCLED" Support recycling by purchasing recycled-content items. The 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, contact the Montgomery County Business Recycling Program at 3-1-1 or (240) 777-0311.

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Section 8:

Reference Materials

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 1-15, 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 and hardcover books, unwanted mail, and other clean, dry paper. Businesses have the option to separate any of these items for recycling collection.

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 any of these items for recycling collection.

Glass bottles and jars

Glass bottles and jars.

Note: Broken glass and glass that is not food packaging, such as table glassware, 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 which usually contain food items such as sauces, vegetables, tuna or pet food.

Empty, non-hazardous aerosol cans

Metal cans such as cooking oil sprays and air duster sprays; depress nozzle until can is emptied.

Plastic bottles and containers

Any plastic bottle or container including tubs, jars, caps/lids, pails, buckets, flower pots, 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 green space on your property or are in a horticulturally oriented business, you probably have leaves, grass, and brush that must be 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

Any cut, live tree. Remove any decorations including lights, ornaments, tinsel, and garland.

SCRAP METAL

Acceptable items consisting of metal and/or predominantly metal materials. These items include silverware, pots and pans, wire hangers, 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.

CONSTRUCTION MATERIALS

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

COMPUTER EQUIPMENT/ELECTRONICS

Old or unwanted processing units, hard drives, monitors, keyboards, printers and copiers, wires and power cords, scanners, software, mice, alarm clocks, small vacuum cleaners, video game consoles, etc.

FOOD SCRAPS

Inedible food items such as fruit and vegetable trimmings, egg shells, bones, coffee grounds, etc.

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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

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

RECYCLING COST FACTORS

A variety of factors influence the cost of setting up a 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.

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 possible rebates 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 Recycling and Resource Management Division/Waste Reduction and Recycling Section 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

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. MontgomeryCountyMD.gov/RecycleRight

RECYCLING RESOURCES DIRECTORY

Recycling Collection CompaniesAppendix A

Specialized Recycling Services.....Appendix B

Organizations Offering Reuse Opportunities..... Appendix C

Recycling Containers and Equipment Appendix D

Recycled or Used Products.....Appendix E

This SORRT Resource List identifies companies that haul, collect, process, and/or recycle various materials. Appendix A lists recyclers alphabetically by company name. Appendix B lists companies providing specialized services by category of material(s) handled. Appendix C is a listing of companies/organizations that collect materials for reuse. Appendix D is a listing of companies that sell recycling containers and recycling equipment. Appendix E is a listing of companies that sells recycled-content or used products.

Please note that 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.

APPENDIX A: RECYCLING COLLECTION COMPANIES

American Disposal Services

10370 Central Park Drive
Manassas, VA 20110
(703) 368-0500 or (866) 884-8700
www.americandisposal.com

Arundel Recycling Center, Inc.

7517 Connelley Drive
Hanover, MD 21076
(410) 761-6595
www.arundelrecycling.com

Bates Trucking

4305 48th Street
Bladensburg, MD 20710
(301) 773-2069
www.batestrucking.com

Clinton Metal Company

7605 Ogden Drive
Clinton, MD 20735
(301) 297-4696
www.clintonmetalcompany.com

Conservit, Inc.

18656 Leslie Drive
Hagerstown, MD 21741
(301) 791-0100
www.conservit.net

Deckers Salvage Company, Inc.

2200 Berlin Street
Baltimore, MD 21230
(410) 752-2546
www.deckerssalvage.com

Eastern Recycling Services

7616 Canton Center Drive
Baltimore, MD 21224
(410) 477-7500
www.ersmd.com

Ecology Services

9135 Guilford Road
Columbia, MD 21046
(866) 427-8389
www.ecologyservices.com

Elkton Recycling, Inc.

53 Dogwood Road
Elkton, MD 21921
(410) 392-2980
www.elktonrecycling.com

Encore Recycling

13211 Virginia Manor Road
Laurel, MD 20707
(410) 813-2610
www.encorerecycling.com

Georgetown Paper Stock of Rockville

14820 Southlawn Lane
Rockville, MD 20850
(301) 762-6990
www.gtownpaper.com

GFL Environmental

19050 Woodfield Road
Gaithersburg, MD 20879
(301) 294-9700
www.gflenv.com

Goode Companies

6305 Ivy Lane, Suite 720
Greenbelt, MD 20770
(301) 486-7501
www.goodecompanies.com

Hanna Paper Recycling, Inc.

8840 Greenwood Place
Savage, MD 20763
(301) 604-3302
www.hannapaper.com

Heritage Landscape Services

2700 Garfield Avenue
Silver Spring, MD 20910
info@hls-llc.com
www.heritagelandscape-services.com

J and J Trash Service

2504 Back Acre Circle
Mt. Airy, MD 21771
(301) 898-2109
www.jandjtrashservice.com

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RECYCLING COMPANIES (continued)

Joseph Smith & Sons, Inc. (Smith Industries, Inc.)

2001 Kenilworth Avenue
Capital Heights, MD 20743
(301) 773-1266
www.smithindustriessgroup.com

Kiara's Landscaping

8521 Gue Road
Damascus, MD 20872
(240) 452-9901
www.Kiaraslandscaping.net

Kline Paper Mill Supplies

9475 Gerwig Lane
Columbia, MD 21046
(301) 982-1475
www.klinepaper.com

KMG Hauling

P.O. Box 650821
Potomac Falls, VA 20165
(703) 961-1100
www.kmghauling.com

L & J Waste Recycling LLC

222 N. Calverton Road
Baltimore, MD 21223
(410) 566-2323
www.ljwinc.com

Maryland Metals, Inc.

304 W. Church Street; P.O. Box 31
Hagerstown, MD 21740
(301) 739-5525
www.marylandmetalsinc.com

Maryland Recycle

200 8th Avenue NW
Glen Burnie, MD 21061
(410) 760-9088
www.marylandrecycle.com

MetalPro Incorporated

7956 Twist Lane
Springfield, VA 22153
(703) 451-8300
www.metalprorecycling.com

Potomac Metals Inc.

5215 Holland Drive
Beltsville, MD 20705
(240)-297-9148
www.potomacmetals.com

Republic Services

300 Ritchie Road
Capitol Heights, MD 20743
(301) 336-1000
www.republicservices.com

Rockville Metals

801 East Gude Drive
Rockville, MD 20850
(301) 417-8136
www.rockvillemetals.com

Rupert Landscaping

23601 Laytonsville Road
Laytonsville, MD 20882
(301) 482-0303
www.ruppertlandscape.com

Sims Metal

15000 Southlawn Lane
Rockville, MD 20820
(240) 252-2990
www.simsmm.com

Unity Disposal & Recycling

14862 Old Gunpowder Road
Laurel, MD 20707
(301) 990-2049
www.unitydisposal.com

Waste Management

8101 Beechcraft Avenue
Gaithersburg, MD 20879
(301) 340-0774
www.wm.com

WB Waste Solutions

2900 DeDe Road
Finksburg, MD 21048
(240) 487-0900
www.wasteconnections.com

Montgomery County SORRT Program

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. MontgomeryCountyMD.gov/RecycleRight

APPENDIX B: SPECIALIZED RECYCLING SERVICES

ANTIFREEZE / MOTOR OIL

AC Enviro, Inc.
2931 Whittington Avenue
Baltimore, MD 21230
(410) 368-9170
www.acenviro.com

Herritage-Crystal Clean, Inc.
8308 Cinder Bed Road, Unit D
Lorton, VA 22079
(888) 749-8344
www.crystal-clean.com

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

Mid-States Oil Refining Company
5501 Pennington Avenue
Baltimore, MD 21226
(410) 354-9500

Safety Kleen Corporation
1448 Desoto Road
Baltimore, MD 21230
(800) 323-5040
www.safety-kleen.com

ALKALINE AND / OR RECHARGEABLE BATTERIES

Arundel Recycling Center, Inc.
7517 Connelly Drive
Hanover, MD 21076
(410) 761-6595
www.arundelrecycling.com

Call2Recycle
1000 Parkwood Circle, Suite 200
Atlanta, GA 30339
(877) 723-1297
www.call2recycle.org

Clean Harbors Environmental Services
3527 Whiskey Bottom Road
Laurel, MD 20724
(301) 939-6000 or (800) 645-8265
www.cleanharbors.com

Home Depot (Drop-Off Services)
Rechargeable Batteries Only
www.homedepot.com/c/ab/how-to-dispose-of-batteries/9ba683603be9fa5395fab90124a115f1

Staples (Drop-Off Services)
www.staples.com/stores/recycling

Veolia North America
www.veolianorthamerica.com/what-we-do/waste-capabilities/battery-recycling

COMPUTER EQUIPMENT / ELECTRONICS

A Better Way Computer Recycling LLC
899 Airport Park Road, Suite K
Glen Burnie, MD 21061
(410) 381-5588
www.abetterwayrecycling.com

BPAI, LLC
901 Curtain Avenue
Baltimore, MD 21218
(410) 662-6380
www.bpailc.com

Easy E Recycle
1449 Wiseburg Road
White Hall, MD 21161
(410) 504-7075

eRecure Recycling LLC
4821 Winchester Boulevard
Frederick, MD 21703
(240) 200-8800
www.eRecure.com

eRevival, LLC
7075 Oakland Mills Road
Columbia, MD 21046
(800) 696-8042
www.erevival.net

Montgomery County SORRT Program

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SPECIALIZED RECYCLING SERVICES (continued)

Forever Green Recycling, Inc.

4124 Walney Road, Unit F
Chantilly, VA 20151
(703) 378-5500
www.forevergreenrecycle.com

FTK Group

7455 New Ridge Road
Hanover, MD 21076
(410) 872-0000
www.theftkgroup.com

Galide

15825 State Highway 249
Houston, TX 77086
(832) 446-6731
info@galide.com
www.galide.com

GreenDisk

(425) 392-8700
www.greendisk.com

Pasadena Recycling, LLC

7946 Fort Smallwood Road
Baltimore, MD 21226
(410) 255-9151
www.recyclingmaryland.com

Reclamere, Inc.

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

Securis

14801 Willard Road, Suite 800
Chantilly, VA 20151
(800) 731-1909
www.securis.com

Staples (Drop-Off Services)

www.staples.com/stores/recycling

Techno Rescue

7118 Geoffrey Way, Unit E
Frederick, MD 21704
(240) 529-1010
www.technorescue.com

US Recycling

6801 Shakespeare Road
Columbia, SC 29223
(888) 875-1737
www.usrecycleink.com

Wisetek

259 Brooke Road
Winchester, VA 22603
www.wisetekusa.com

CONCRETE / ASPHALT / DIRT

Brandywine Enterprises

5800 Sheriff Road
Fairmount Heights, MD 20743-6302
(301) 925-8100
www.brandywineco.com

Chesapeake Landscape Materials

8217 Baltimore Annapolis Boulevard
Pasadena, MD 21122
(410) 437-7718
www.mulchman.com

Clean Earth

16301 Gardner Road
Waldorf, MD 20601
(240) 389-6394
www.cleanearthinc.com

Key Recycling Center

3810 Fort Armistead Road
Baltimore, MD 21226
(410) 360-LAND (5263)
www.keyrecycling.com

Soil Safe, Inc.

6700 Alexander Bell Drive, Suite 300
Columbia, MD 21046
(410) 872-3990
www.soilsafe.com

Montgomery County SORRT Program

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. MontgomeryCountyMD.gov/RecycleRight

SPECIALIZED RECYCLING SERVICES (continued)

CONSTRUCTION / BUILDING MATERIALS

Community Forklift

4671 Tanglewood Drive
Edmonston, MD 20781
(301) 985-5180
www.communityforklift.com

Habitat for Humanity ReStore

1029 E Gude Drive
Rockville, MD 20850
(301) 947-3304
www.habitat.org/restores

Habitat for Humanity ReStore

12006 Plum Orchard Drive
Silver Spring, MD 20904
(301) 947-3304
www.habitat.org/restores

The Loading Dock

2 North Kresson Street
Baltimore, MD 21224
(410) 558-3625
www.loadingdock.org

Second Chance Inc.

1700 Ridgely Street
Baltimore, MD 21230
(410) 385-1700
www.secondchanceinc.org

USA Gypsum

1368 West Route 897
Denver, PA 17517
(717) 335-0379
www.usagypsum.com

COOKING / VEGETABLE OIL

Mahoney Environmental

11401 Somerset Avenue
Beltsville, MD 20705
(800) 892-9392
www.mahoneyes.com

Restaurant Technologies

8351 Bristol Court
Jessup, MD 20794
(866) 394-0776
www.rti-inc.com/

CRAYONS

The Crayon Initiative

155 Railroad Avenue, Suite E
Danville, CA 94526
www.thecrayoninitiative.org

The National Crayon Recycling Program

Troutdale, Oregon
(520) 360-2201
www.crazycrayons.com

DOCUMENT DESTRUCTION / SHREDDING & RECYCLING SERVICES

All-Shred, Inc.

4831 Winchester Boulevard
Frederick, MD 21703
(301) 874-1480
www.allshredmd.com

Budget Shred

9475 Gerwig Lane
Columbia, MD 21046
(888) 747-3355
www.budgetshred.com

Budget Shred

2519 Symphony Lane
Gambrills, MD 21054
(888) 747-3356
www.budgetshred.com

Clean Cut Shredding

14820 Southlawn Lane
Rockville, MD 20850
(301) 424-5677
www.cleancutshredding.com

Montgomery County SORRT Program

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. MontgomeryCountyMD.gov/RecycleRight

SPECIALIZED RECYCLING SERVICES (continued)

Document Management Solutions
5744-G Industry Lane
Frederick, MD 21704
(301) 846-0707
www.managingmydocs.com

Iron Mountain
10641 Iron Bridge Road
Jessup, MD 20794
(877) 786-5458
www.ironmountain.com

Shred-It
6770 Oak Hall Lane
Columbia, MD 21045
(800) 697-4733 or (301) 315-0070
www.shredit.com

The Shredding Company, Inc.
1202 Rising Ridge Road, Unit 2
Mt. Airy, MD 21771
(301) 845-4499
www.shreddingcompanydc.com

FLUORESCENT LIGHTS

American Lamp Recycling
55 Riverview Drive
Marlboro, NY 1242
(800) 315- 6262
www.americanlamprecycling.com

Bay Lighting
2146 Priest Bridge Court
Crofton, MD 21114
(301) 900-5145
www.baylighting.net

Environmental Management Services, Inc.
1688 E. Gude Drive, Suite 301
Rockville, MD 20850
(301) 309-0475
www.enviroexperts.net

Geller Lighting Supply
3720 Commerce Drive
Baltimore, MD 21227
(410) 247-3636
gellerlighting.com

Southeast Recycling Technologies, Inc.
505 West Mountain View Road
Johnson City, TN 37604
(800) 592-3970
www.recyclebulbs.com

Veolia
24 Commerce Parkway
Fredericksburg, VA 22406
(800) 437-7279
www.veolianorthamerica.com/what-we-do/waste-capabilities/lamps-ballast-and-lighting-components-recycling

WM LampTracker, Inc.
10050 Naples Street NE
Blaine, MN 55449
(800) 664-1434
www.wmlamptracker.com

FOOD SCRAPS

Compost Cab
(202) 695-2020
info@compostcab.com
www.compostcab.com

Compost Crew
12343 Carroll Avenue
Rockville, MD 20852
(301) 202-4450
info@compostcrew.com
www.compostcrew.com

Darling Ingredients, Inc. (formerly Valley Proteins)
5601 N MacArthur Boulevard
Irving, TX 75038
(972) 910-2459 or (888) 715-6768
www.valleyproteins.com

Denali Water
(855) 201-5082
Marketing@denaliwater.com
www.denalicorp.com

Montgomery County SORRT Program

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SPECIALIZED RECYCLING SERVICES (continued)

EnviRelation

PO Box 3711
Washington, DC 20007
(202) 430-6215
info@envirelation.com
www.envirelation.com

Key City Compost

18450 Showalter Road, Bay 3
Hagerstown, MD 21742
(240) 608-0283
www.keycompost.com

Monster-Organics

(703) 574-3414
www.monster-organics.com

Natural Upcycling

(716) 394-1969
harry@naturalupcycling.com
www.naturalupcycling.com

Organic Waste Haulers

5534 Tuxedo Road
Hyattsville, MD 20781
(301) 755-9286
Info@organicwastehaulers.com

Veteran Compost

328 Bush Chapel Road
Aberdeen, MD 21001
(443) 584-3478
www.veterancompost.com

MEDICAL

Agilyx/Cyclex

1 New Hampshire Avenue, Suite 340
Portsmouth NH, 03801
www.agilyx.com/cyclyx

Biomedical Waste Services

7610 Energy Parkway
Baltimore, MD 21226
(410) 437-6590
www.bwaste.com

Kimberly-Clark Professional

1400 Holcomb Bridge Road
Roswell, GA 30076
(800) 241-3146
www.kcprofessional.com/en-us/solutions/rightcycle-by-kimberly-clark-professional

PolyCarbin

(855) 921-LOOP
www.polycarbin.com/pages/recycle

Stericycle

5901 Chemical Road
Baltimore, MD 21226
(844) 876-3748
www.stericycle.com

Triumverate

200 Inner Belt Road
Somerville, MA 02143
(888) 834-9697
www.triumvirate.com

PAINT

Repaint USA

505 Blue Ball Road
Elkton, Maryland 21921
(302) 377-7329
www.repaintusa.com

Yuck Old Paint

Springfield, VA
(888) 509-9825
www.yuckoldpaint.com

PLASTIC FILM / WRAP

Plastic Bag Recycling

1300 Massachusetts Avenue NW
Washington, DC 20005
(202) 378-3368
www.plastic-bag-recycling.com/index.html

Montgomery County SORRT Program

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SPECIALIZED RECYCLING SERVICES (continued)

Repurpose Farm Plastic, Inc.
Wye Research and Education Center
124 Wye Narrows Drive
Queenstown, MD 21658
(301) 237-9390
www.repurposefarmplastic.com

TerraCycle
Trenton, NJ
(866) 967-6766
www.terracycle.com/en-US

TREX
160 Exeter Drive
Winchester, VA 22603
(800) 289-8739
www.trex.com

SPORTS EQUIPMENT

Recycle Balls
102 Kimball Avenue
South Burlington, VT 05403
(855) 988-2255
www.recycleballs.org

TANKS – PROPANE, HELIUM, OXYGEN

Safety Tank of Maryland, Inc.
1400 Baltimore Boulevard
Westminster, MD 21157
(410) 487-1681
www.protankmd.com

TIRES

Auston Contracting, Inc.
1202 Pauls Lane
Joppa, MD 21085
(410) 671-6133
www.austoncontractinginc.com

Emanuel Tire Co.
1300 Moreland Avenue
Baltimore, MD 21216
(410) 947-0725
info@emanueltire.com
www.emanueltire.com

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

TONER CARTRIDGES

Office Depot
Any local store drop-off
(800) 463-3768
www.officedepot.com/cm/services/ink-and-toner-cartridge-recycling

Staples
Any local store drop-off
(800) 333-3330
www.staples.com/sbd/cre/marketing/sustainability-center/recycling-services

WOOD PALLETS

Edrich Lumber Company, Inc.
9700 Old Court Road
Baltimore, MD 21244
(877) 636-8524
www.edrichlumber.com

Frank's Pallet Service
6201 Pulaski Highway
Baltimore, MD 21205
(410) 631-7199
www.frankspallets.com

King Pallet
1114 Hengemihle Avenue
Baltimore, MD 21221
(410) 682-2992
www.kingpallet.com

Valleywood Industries, Inc. & Pallet Masters
6600 Landay Avenue
Baltimore, MD 21237
(410) 488-5500
Wiley Pallets
www.wileypallet.com

Montgomery County SORRT Program

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APPENDIX C: ORGANIZATIONS OFFERING REUSE OPPORTUNITIES

Amvets/Laurel Thrift Center
9880 Washington Boulevard N.
Laurel, MD 20723
(301) 953-0090 or (800) 526-8387
www.amvetpickup.org

Baltimore Community Tool Bank
1224 Wicomico Street
Baltimore, MD 21230
(410) 244-5565
www.baltimoretoolbank.org

Bikes for the World
11720 Parklawn Drive
Rockville, MD 20852
(703) 740-7856
www.bikesfortheworld.org

Colonial Restoration
16630 Oakmont Avenue
Gaithersburg, MD 20877
(301) 958-6652
www.colonialrestorationstudio.com/contact.html

Community Forklift
4671 Tanglewood Drive
Edmonston, MD 20781
(301) 985-5180
www.communityforklift.com

Donation Nation
9137 Industrial Court
Gaithersburg, MD 20877
(855) 362-9253
www.donationnationusa.org

Equipment Connections for Children
7125 Riverwood Drive, D1
Columbia, MD 21046
(240) 801-9965
www.equipforchildren.org

Equipment Trader
www.equipmenttrader.com

Friends of the Libraries-Rockville
4886 Boiling Brook Parkway
Rockville, MD 20852
(301) 984-3300
www.folmc.org

Friends of the Libraries-Wheaton
11701 Georgia Avenue
Wheaton, MD 20902
(301) 933-1110
www.folmc.org

A Good Shepherd, Inc.
Germantown, MD
(301) 793-9333
www.agsh.org

Goodwill Industries
619 S. Frederick Avenue
Gaithersburg, MD 20877
(301) 527-0970
www.dcgoodwill.org/locations/gaithersburg-maryland-store-donation-center/

Goodwill Industries
4816 Boiling Brook Parkway
Rockville, MD 20852
(301) 881-0744
www.dcgoodwill.org/locations/rockville-maryland-store-donation-center/

Goodwill Industries
725 Rockville Pike
Rockville, MD 20852
(301) 710-6299
dcgoodwill.org/locations/725-rockville-pike-rockville-maryland-store-donation-center/

Habitat for Humanity ReStore
1029 E Gude Drive
Rockville, MD 20850
(301) 947-3304
www.habitat.org/restores

Habitat for Humanity ReStore
12006 Plum Orchard Drive
Silver Spring, MD 20904
(301) 947-3304
www.habitat.org/restores

Montgomery County SORRT Program

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. MontgomeryCountyMD.gov/RecycleRight

ORGANIZATIONS OFFERING REUSE OPPORTUNITIES (continued)

Interfaith Works Clothing Center

751 Twinbrook Parkway
Rockville, MD 20851
(301) 762-8682
www.iworksmc.org/in-kind-donations-and-program-needs

Leveling The Playing Field

9170 Brookville Road
Silver Spring, MD 20910
(301) 844-5622
www.levelingtheplayingfield.org

The Loading Dock

2 North Kresson Street
Baltimore, MD 21224
(410) 558-3625
www.loadingdock.org

Mac Recycling Clinic

8900 Georgia Avenue (Silver Spring United Methodist Church)
Silver Spring, MD 20910
(301) 593-4004
www.macrecycleclinic.org

Manna Food Center

9311 Gaither Road
Gaithersburg MD 20877
(301) 424- 1130
www.mannafood.org

Montgomery County Abused Persons Program

1301 Piccard Drive
Rockville, MD 20850
(301) 279-1640
www.montgomerycountymd.gov/HHS-Program/Program.aspx?id=BHCS/BHCSAbusedPerson-p207.html

Montgomery County Coalition for the Homeless HBCAC Men's Shelter

16911 Crabbs Branch Way
Derwood, MD 20851
(301) 217-0314
www.mcch.net

National Center For Childrens and Families

6801 Greentree Road
Bethesda, MD 20817
(240) 743-7252
www.nccf-cares.org

New Hampshire Value Village

10121 New Hampshire Avenue
Silver Spring, MD 20903
(301) 431-9670
stores.savers.com/md/silverspring/valuevillage-thrift-store-5120.html

Nourish Now

1111 Taft Street
Rockville, MD 20850
(301) 330-0222
www.nourishnow.org

Paradigm To Go

Takoma Park, MD 20912
www.facebook.com/ParadigmToGo

Phoenix Computers

11910-G Parklawn Drive
Rockville, MD 20852
(301) 881-4500
www.phoenixcomputers.info

Play It Again Sports

9150 Baltimore National Pike
Ellicott City, MD 21042
(410) 418-9371
www.playitagainsports.com/locations/ellicott-city-md

The Salvation Army

18705 N Frederick Road
Germantown, MD 20876
(240) 631-8137
www.salvationarmydcareastores.org/gaithersburg

The Salvation Army

1590 Rockville Pike
Rockville, MD 20852
(301) 881-1060
www.salvationarmydcareastores.org/rockville

Montgomery County SORRT Program

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ORGANIZATIONS OFFERING REUSE OPPORTUNITIES (continued)

Second Chance Inc.

1700 Ridgely Street
Baltimore, MD 21230
(410) 385-1700
www.secondchanceinc.org

A Wider Circle

9159 Brookville Road
Silver Spring, MD 20910
(301) 608-3504
www.awidercircle.org

Shepherd's Table

8106 Georgia Avenue
Silver Spring, MD 20910
(301) 585-6463
www.shepherdstable.org

Silver Spring Timebank

Silver Spring, MD 20910
www.sstimebank.org/swaps

Stepping Stones Shelter

PO Box 712
Rockville, MD 20842
(301) 251-0567
www.steppingstonesshelter.org

Suited for Change

1023 15th Street NW, Suite 601
Washington, DC 2005
(202) 293-0351
www.suitedforchange.org

Unique Hillendale

10141 New Hampshire Avenue
Silver Spring, MD 20903
(301) 431-7450
stores.savers.com/md/silverspring/unique-thrift-store-5110.html

Unique Wheaton

12211 Veirs Mill Road
Silver Spring, MD 20906
(301) 962-0600
stores.savers.com/md/silverspring/unique-thrift-store-5108.html

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APPENDIX D: RECYCLING CONTAINERS AND EQUIPMENT

Big Stuff

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

Busch Systems International, Inc.

81 Rawson Avenue
Barrie, ON L4N 6E5 Canada
(800) 565-9931 or (705) 722-0806
www.buschsystems.com

Marathon Equipment Co.

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

Mid-Atlantic Waste Systems

10641 Cordova Road
Easton, MD 21601
(800) 338-7274 or (410) 820-7188
www.mawaste.com

Orwak North America

9200 Globe Center Drive
Morrisville, NC 27560
(800) 747-0449
www.orwakbalers.com

Otto Environmental Systems North America, Inc.

12700 General Drive
Charlotte, NC 28273
(800) 227-5885
www.otto-usa.com

PTR Baler Compactor

2207 E Ontario St.
Philadelphia, PA 19134
(800) 523-3654
www.ptrco.com

Recyclingbalers.com

www.recyclingbalers.com

RecyclingBin.com

932 Page Road
Washington, NC 27889
(800) 910-4757
www.recyclingbin.com

Rehrig Pacific Co.

4010 East 26th Street
Los Angeles, CA 90058
(800) 421-6244
www.rehrigpacific.com

Rubbermaid Commercial Products

8900 Northpointe Executive Drive
Huntersville, NC 28078
(800) 347-9800
www.rubbermaidcommercial.com

A Thumbs Up Inc.

442 Franklin Street
Bel Air, MD 21014
(410) 879-9115

Toter, Inc.

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

Trash Masters, Inc.

3001 Kaverton Road
Forestville, MD 20747
(301) 568-1400 or (800) 322-6110
www.trashmasters-inc.com

APPENDIX E: RECYCLED OR USED PRODUCTS

A&M Supply Corporation

9327 Washington Boulevard N
Laurel, MD 20723
(703) 256-5800 or (800) 733-8480
www.amsupply.com

ABC Box Co.

1330 Nanticoke Street
Baltimore, MD 21230
(410) 752-4535
www.abcboxes.com

ABC Supply

3404 Kenilworth Avenue
Hyattsville, MD 20781
(301) 277-7711
www.abcsupply.com

AJ Stationers, Inc.

8750 Larkin Road, Unit 102
Savage, MD 20763
(410) 360-4900
ajstationers.com

All Eco Center

2662 University Boulevard West
Wheaton, MD 20902
(301) 949-4326
info@allecocenter.com
www.allecocenter.com

American Fiber Cusion

207 Recycling Way
Dalton, GA 30722
(706) 217-1900
www.americanfibercushion.com/index.html

Amicus Green Building Center

4080A Howard Avenue
Kensington, MD 20895-2465
(301) 571-8590 or (866) 587-9140
www.amicusgreen.com

Armadillo Composite Decking

Online Retailer
(320) 243-7318
www.armadillodeck.com

Beast Food Service Equipment

234 Boundary Road
Marlboro Township, NJ 07746
(732) 414-6352
www.beastequipment.com

Blind Industries and Services of Maryland

3345 Washington Boulevard
Baltimore, MD 21227
(888) 322-4567 or (410) 737-2600
www.bism.org

Buy Recycled Products Directory

www.recyclemoreplastic.org/buyrecycled

CANUSA Corp.

1532 Thames Street
Baltimore, MD 21231
(410) 522-0110
www.canusacorp.com

Cartridge Technologies, Inc.

15738 Crabbs Branch Way
Rockville, MD 20855
(301) 417-7202 or (800) 869-8570
www.ctimd.com

ChoiceDek

customerservice@aert.com
(800) 951-5117
www.choice-dek.com

Clean Earth

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

Crazy Crayons

Troutdale, OR
(520) 360-2201
www.crazycrayons.com

Eco Products

4755 Walnut Street
Boulder, CO 80301
(303) 449-1876
www.ecoproducts.com

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RECYCLED PRODUCTS (continued)

ECOS

11150 Hope Street
Cypress, CA 90630
(800)-335-ECOS
www.ecos.com

Emanuel Tire Co.

1300 Moreland Avenue
Baltimore, MD 21216
(410) 947-0725
www.emanueltire.com

EnviroPak

4203 Shoreline Drive
St. Louis, MO 63045
(314) 739-1202
www.enviropak.com

EnviroSmart

600 Montour Drive
Richmond, VA 23236
(804) 272-3281
www.envirosmart.org

Evolution Trash Bags

Online Retailer
info@evolutionbags.com
www.evolutionbags.com

FabHabitat

165 Fieldcrest Avenue
Edison, NJ 08837
(732) 401-0634
sales@fabhabitat.com
www.fabhabitat.com

Federal Hill Office Supply

1022 N. Charles Street
Baltimore, MD 21230
(410) 727-0111

Fiberon Balance Decking

(800) 573-8841
recycling@fiberondecking.com
balance.fiberondecking.com

Fisher Lumber

525 E. Gude Drive
Rockville, MD 20850
(301) 424-6500
www.fisherlumber.com

Frank Parsons Company/The Supply Company

6610 Amberton Drive, Suite 500
Elkridge, MD 21075
(410) 737-7502
www.thesupplyroom.com

Gerstel Office Furniture, Inc.

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

The Green Office

PO Box 225115
San Francisco, CA 94122
(800) 909-9750
www.thegreenoffice.com

Green Toys

Northbrook, IL 60062
(415) 839-9971
www.greentoys.com

Greenfield Paper Company

7196 Clairemont Mesa Boulevard
San Diego, CA 92111
(858) 565-2585 or (888) 402-9979
www.greenfieldpaper.com

GreenLine Paper Company, Inc.

631 S Pine Street
York, PA 17403
(800) 641-1117
www.greenlinepaper.com

GreenPolly

Online Retailer
www.greenpolly.com

Montgomery County SORRT Program

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RECYCLED PRODUCTS (continued)

Habitat for Humanity ReStore

1029 E Gude Drive
Rockville, MD 20850
(301) 947-3304
www.habitatmm.org/restore/restore.html

Habitat for Humanity ReStore

12006 Plum Orchard Drive
Silver Spring, MD 20904
(301) 947-3304
www.habitatmm.org/restore/restore.html

Kaiyo

Online Retailer
New York
(646) 844-8585
www.kaiyo.com

The Loading Dock

2 North Kresson Street
Baltimore, MD 21224
(410) 558-3625
www.loadingdock.org

Master Mark Landscaping

210 Ampe Drive
Paynesville, MN 56362
(320) 243-7318
www.mastermark.com

Mid-Atlantic Waste Systems

10641 Cordova Road
Easton, MD 21601
(800) 338-7274
www.mawaste.com

Mohawk

Online Retailer
www.mohawkflooring.com

Multi-Parts and Services Inc.

5647 Belle Grove Road
Baltimore, MD 21225
(410) 636-1221
www.multi-parts.com

Neenah Paper, Inc.

3460 Preston Ridge Road, Suite 600
Alpharetta, GA 30005
(678) 566-6500
www.neenahpaper.com

New Leaf Paper

297 Steinwehr Avenue
Gettysburg, PA 17325
(888) 989-5323
www.newleafpaper.com

Office Depot

(888) 263-3423 or (800) 269-6888
www.officedepot.com

The Paper Mill Store

(800) 790-8767
www.thepapermillstore.com

Patagonia

Online Retailer
(800) 638-6464
www.patagonia.com

Planet Green

20724 Lassen Street
Chatsworth, CA 91311
(800) 377-1093
www.planetgreenrecycle.com

Plastic Fencing

2189 Kunkletown Road
Saylorsburg, PA 18353
(570) 202-4503
www.plasticfencing.us

PolyCarbin

Los Angeles, CA
www.polycarbin.com

Polyproducts

12 North Charlotte Street
Mulliken, MI 48861
(877) 609-2243
www.pollyproducts.com

Montgomery County SORRT Program

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RECYCLED PRODUCTS (continued)

Recover Sustainable Apparel

1518 Bryant Street
Charlotte, NC 28208
(980) 279-0558 or (888) 897-9243
info@recoverbrands.com
www.recoverbrands.com

Recycled Office Environments

5225 Joerns Drive, Suite 1
Stevens Point, WI 54481
(800) 763-6327
customerservice@roefurniture.com
www.roefurniture.com

Recycled Office Furnishings

10036 Freeman Avenue
Santa Fe Springs, CA 90670
(562) 777-2399
sales@recycledofficefurnishings.com
www.recycledofficefurnishings.com

Re-Form Commercial Office Furniture

8410 Kelso Drive, Suite 200
Baltimore, MD 21221
(800) 244-0823
info@re-form.com
www.re-form.com

Revolution Bags

8801 Frazier Pike
Little Rock, AR 72206
(844) 490-4829
customerservice@revbag.com
revolutionbag.com

Rockville Printing and Graphics

736 Rockville Pike
Rockville, MD 20852
(301) 251-0001
www.rockvilleprinting.com

S. Freedman & Sons, Inc.

P.O. Box 1418; 3322 Pennsy Drive
Landover, MD 20785
(877) 955-0001 or (301) 322-6400
www.sfreedman.com

Scratch & Dent Restaurant Equipment

Webstaurant Online Store
Lancaster, PA
www.webstaurantstore.com/outlet.html

Select Restaurant Equipment

Online Retailer
(301) 992-5058
www.selectrest.com

Sheets Wholesale

430 Mill Street
Vienna, VA 22180
(703) 938-9110
www.sheets.cardservicetotalweb.com

Staples Advantage

7021 Dorsey Road
Hanover, MD 21076
(844) 243-8645 or (877)-826-7755
www.staplesadvantage.com

Storex

9440 Rue Clément LaSalle
Quebec, Canada
(514) 745-1234
www.storex.ca

T.W. Perry Enterprises

8101 Snouffer School Road
Gaithersburg, MD 20879
(301) 840-9600
www.twperry.com

Treecycle

22838 SW Forest Creek Drive, Unit 201
Sherwood, OR 97140
(406) 550-3116
www.treecycle.com

Treetop Products

222 State Street
Batavia, IL 60510
(866) 277-0925
www.trashcontainers.com

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RECYCLED PRODUCTS (continued)

TREX

160 Exeter Drive
Winchester, VA 22603
(800) 289-8739
www.trex.com

TriMark Adams-Burch Co.

1901 Stanford Court
Landover, MD 20785
(800) 347-8093 or (301) 276-2000
www.adams-burch.com

Veritiv Corporation

4501 Westport Drive
Mechanicsburg, PA 17055
717-610-9144
www.veritivcorp.com

Veritiv Express

13201 Mid Atlantic Boulevard, Suite 20
Laurel, MD 20708
(301) 317-0524

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