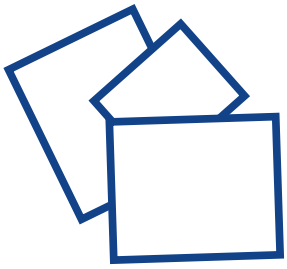
SORRT

SMART ORGANIZATIONS REDUCE AND RECYCLE TONS

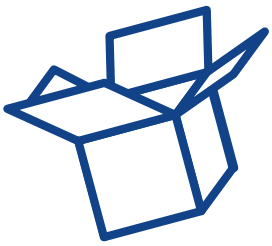
Newspapers Including Inserts

Glass Bottles and Jars

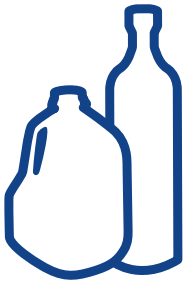


White Office Paper

Montgomery County Business Recycling Regulation Handbook

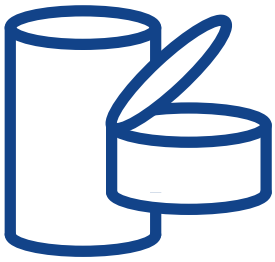


Corrugated Cardboard

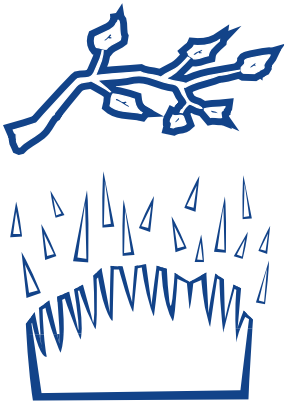


Plastic Bottles

Aluminum Cans and Foil



Steel and Tin Cans



Yard Trim (grass, leaves and brush)

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RECYCLED PRODUCT SUPPLIERS

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RECYCLING COST FACTORS

If you have any questions or would like additional assistance, call Alan Pultyniewicz, the County's Business Recycling Program Manager, at (240) 777-6400 during normal business hours.

Montgomery County SORRT Program

101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ (240) 777-6400 ■ www.montgomerycountymd.gov/recycling

Printed on recycled and recyclable paper.

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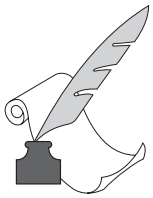
Website: www.montgomerycountymd.gov/recycling
Email: recycle@montgomerycountymd.gov

This information is available in an alternate format by calling Alan Pultyniewicz at (240) 777-6400.

Introduction

Because Montgomery County has a strong commitment to preserving natural resources and protecting the environment, the County Council established a goal of recycling 50 percent of solid waste produced and reversing current trends of increased waste generation per employee.



To help achieve these goals, Montgomery County enacted Executive Regulation (ER) 109-92AM on March 23, 1993, making business recycling mandatory. The Regulation required County businesses to recycle and report recycling progress to the Montgomery County Division of Solid Waste Services (DSWS). On February 8, 2005, Montgomery County enacted Executive Regulation 15-04AM which supersedes ER 109-92AM. The revision added additional materials that businesses must recycle, clarified roles and responsibilities of all parties, and added collector/hauler requirements as it relates to the generator (business).

This Business Recycling Regulation Handbook has been prepared by DSWS staff to assist County businesses in complying with the regulation. The handbook describes what the law requires your business to do, and how to complete the required forms. In addition, if you are not currently recycling, the Handbook provides guidance and resources for getting started.

If you already have a recycling program in place, we suggest you review Section 1, *Procedures*; Section 3, *Business Recycling and Waste Reduction Plan and Instructions*; and Section 4, *Annual Business Recycling and Waste Reduction Report and Instructions*. These sections will provide the information you need in order to comply with the regulation. Information on waste reduction and buying recycled can be found in Sections 5 and 6, respectively.

If you are not currently recycling, we suggest that you review Section 1 and Section 2, *How To Set Up A Business Recycling Program*, first. Then use the *Recycling Companies* list in Section 7 to begin setting up a program.

Finally, keep this handbook available for future reference. Any program updates, or new pieces of information on recycling, waste reduction, or buying recycled you receive from the County should be filed in this handbook, for easy reference. You may also wish to keep your copy of the regulation in this book, along with copies of your recycling plans and annual reports.

If you have any questions or would like additional assistance, call Alan Pultyniewicz, the County's Business Recycling Program Manager, at (240) 777-6400 during normal business hours.

Section 1: Procedures

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

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

All businesses are required to recycle the following materials:

1) Mixed or sorted paper
2) Commingled materials or sorted aluminum cans and foil, bi-metal steel/tin cans, glass bottles and jars, and plastic narrow neck bottles.

3) Scrap Metal
4) Yard trim (grass, leaves and brush)
5) Christmas trees

Businesses with 100 or more on-site employees[1] are required to:

[1] Complete a Business Recycling and Waste Reduction Plan (referred to as the Plan) to tell the County how your business will recycle the required materials,

[2] Recycle the required materials with a goal of recycling or reducing the amount of solid waste going to disposal facilities by at least 50 percent annually, by volume or weight, and

[3] Submit an Annual Business Recycling and Waste Reduction Report (referred to as the Annual Report) by the dates specified in Executive Regulation (ER) 15-04AM and noted in Section 4.

[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.

Small businesses with fewer than 100 on-site employees[1] are required to:

[1] Recycle the required materials with a goal of recycling or reducing the amount of solid waste going to disposal facilities by at least 50 percent annually, by volume or weight, and

[2] Upon request from the Division of Solid Waste Services (DSWS), submit a Plan or Annual Report, within 60 days from receipt of a written request.

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

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

How does the County define business?

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

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

What size businesses are required to recycle?

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

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

What is Recycling and Waste Reduction?

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

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

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

What is the Business Recycling and Waste Reduction Plan?

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

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

What is the Annual Business Recycling and Waste Reduction Report?

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

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

What materials are required to be recycled?

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

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

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

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

What if my business cannot recycle a required material?

If recycling a required material poses an extreme hardship, your business may request an exemption from recycling that material.

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

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

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

How are property owners and managers affected by the regulation?

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

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

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

Can my property manager file a Plan for my business?

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

Typically, the property owner/manager is providing waste collection and recycling services for all the tenant businesses. Keep in mind, however, that a separate version of

the Plan must be filed for each business required to submit a Plan. One Plan must be filed for each individual business and must be signed by a responsible corporate officer of that particular business.

Can my property manager file my Annual Report?

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

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

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

[1] Complete one Plan and one Annual Report to cover all sites, (Note: you must provide the address of each site) or;

[2] File a separate Plan/Report for each location.

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

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

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

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

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

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

Failure to comply with Montgomery County recycling requirements.

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

Montgomery County SORRT Program

101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ (240) 777-6400 ■ www.montgomerycountymd.gov/recycling

Section 2: How To Set Up a Recycling Program

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

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

You can benefit from their experiences.

1. Enlist the Support of Top Management

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

For most companies, recycling can be implemented for very little time and money. Most executives readily see the benefits:

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

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

2. Identify a Recycling Coordinator

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

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

The coordinator should take responsibility for:

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

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

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

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

Montgomery County's business recycling staff offers training for both the coordinator and the program monitors.

Commonly collected paper grades

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

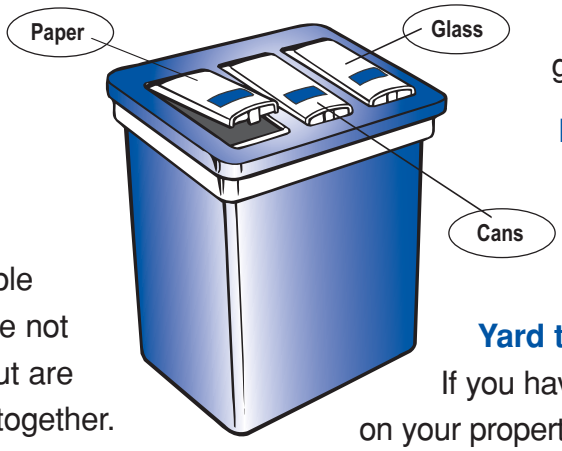
Mixed paper: Includes acceptable paper items which are not separated by type, but are mixed and collected together. These items include white paper, colored paper, corrugated cardboard, boxboard, newspapers and inserts, magazines, catalogs, telephone directories, paperback books, unwanted mail, and other clean, dry paper.

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

Hard white paper: Unprinted and uncoated white paper. This paper is usually found in print shops.
Computer printouts: Continuous paper (can be torn apart or shredded), usually solid white, or printed on a laser printer.
White ledger: White paper in single sheets or continuous white forms with black ink printing. May contain some colored ink, but not e significantly colored. May include copy paper, letterhead, envelopes without windows or labels or any of the grades mentioned previously (such as computer printouts).
Mixed white paper: Combinations of the above.
Colored ledger: Same as white ledger, only the paper is colored. Carbonless forms are also in this grade.
Coated paper: Typically white paper with a glossy finish. Usually brochures or annual reports.
Mixed office paper: Any combination of the grades mentioned above.

3. Understand Your Recycling Opportunities

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



Mixed paper.

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

Commingled materials:

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

Glass bottles and jars.

Clear, brown, and green glass bottles and jars.

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

Aluminum cans and foil products.

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

Steel/bi-metal cans.

Steel/tin cans are usually generated by food service.

Plastic narrow neck bottles.

Any plastic bottle that has a neck, in which the top is narrower than the bottom.

Yard trim.

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

Christmas trees.

Scrap metal.

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

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

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

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

Here are the current fees at the Montgomery County Recycling Center and Solid Waste Transfer Station:

Effective July 1, 2005:

- **Yard trim**: $36.00 per ton
- **Refuse** (more than 500 pounds): $52.00 per ton
- **Solid waste** disposed in open-top roll-off containers: $60.00 per ton
- **Commingled materials** (aluminum cans and foil products, bi-metal steel/tin cans, glass bottles and jars, and plastic narrow neck bottles): $0 per ton
- **Mixed paper**: Accepted at most recycling facilities.

4. Select a Recycling Company

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

1. pick up your recyclables and transport them to markets for further processing, or

2. accept the materials your business takes directly to them.

Types of companies.

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

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

What recycling service companies do for you.

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

Markets are essential.

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

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

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

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

Use a Montgomery County Licensed Collection Company.

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

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

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

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

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

- What are the specifications of your mixed paper recycling program?
- What is the minimum amount required for a pickup?
- Do you provide "scheduled" or "on call" pickups?
- What other recyclables will you pick up?
- Will you pay for our waste paper or other recyclables? If so, what pricing structure will be used, and what is the frequency of payment?
- What is the allowable level of contamination?
- Will you pick up from within our offices or only from a loading dock?
- Are you willing to sign a long-term (one year or more) contract?
- Can you provide monthly tonnage reports on the amount of recyclables collected for each material for County reports? *Note: Reports must provide tonnage data for each material. Paper recycled as mixed paper and commingled containers recycled will each be counted as one category of materials. Ask your recycling service company to report by weight (pounds or tons), not volume.*
- What services can you provide in helping us set up a program?

5. Designate Collection and Storage Areas

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

It is advisable to work with your custodial staff when setting up a collection system. This enables the custodian to work in the collection of recyclables, as well as trash, minimizing disruption to the existing collection system. When introducing custodians to the new recycling program, explain that they are handling the same amount of materials; only now they are emptying the regular trash and the recyclable material into separate containers.

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

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

Collecting Your Recycling Materials

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

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

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

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

Mixed paper

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

A designated recycling bin or container at each desk or work station is a highly effective means of collecting mixed paper (copier, letterhead, computer, note pad, and forms). The $4 to $9 initial cost of the container is easily recouped in convenience, time saved, and increased recycling results.

A desktop container or folder is an effective method of collecting standard size grades of office paper because it requires little extra thought by employees. At $1 to $2 each, this is an economical method of collection. Custodians may empty desktop containers or each employee may empty his or her own container into a larger central bin. An alternative to desktop containers are mini-waste baskets that are suspended from standard waste baskets or set next to waste baskets.

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

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

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

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

Businesses that sells or provides food or beverages in recyclable containers for on-site consumption must provide an adequate size and number of recycling containers to be used by consumers.

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

The following are some options for collection:

Central location:

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

Commingling:

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

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

Sorting by material:

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

To help maximize participation, clearly label each side of the container with recycling arrows and a word describing the material collected in that container. A simple picture of each recyclable container can help minimize confusion and, therefore, reduce contamination. In addition, you may use containers with specially designed lids that allow only certain shapes of recyclable containers to be deposited. For example, a box or container lid might have a 5" diameter hole for soda cans, glass, and plastic juice bottles.

Yard trim

All yard trim materials generated on your property must be either reduced or recycled. You must ensure that your landscape contractor or groundskeeper 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 bagging these. It is an inexpensive, efficient method of putting the vital nutrients in grass back into the soil, which helps reduce the need for chemical fertilizers.

Composting:

A compost pile turns yard waste into humus, an excellent soil conditioner. Piles can be housed in relatively inexpensive bins on your business' property. Find out what your landscape contractor or groundskeeper does with yard trim generated on your site. Explore with your grounds maintenance staff the best option for you business. (See Reducing and Recycling Yard Trimmings sheet in Section 5 of this handbook.)

Getting Recycled Materials to the Storage Area

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

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

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

Minimize Contamination

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

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

6. Promote the Program

Recycling requires individuals to change long-established habits and to make a little effort to do things differently. Most employees will be enthusiastic about recycling.

However, your program will be more effective if you develop a positive, upbeat publicity program to keep that enthusiasm high.

Kick-off your program

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

Sustain the program

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

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

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

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

7. Monitor Your Recycling Program

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

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

Things to consider:

Do custodians empty recyclable containers properly?

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

If so, call Montgomery County's SORRT (Smart Organizations Reduce and Recycle Tons) Program at (240) 777-6400.

8. Renegotiate Your Waste Disposal Contract

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

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

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

GENERAL INSTRUCTIONS:

Montgomery County businesses are required to submit a Business Recycling and Waste Reduction Plan in accordance with Executive Regulation 15-04AM enacted on February 8, 2005 (this regulation supersedes Executive Regulation 109-92AM enacted on March 23, 1993). The Business Recycling and Waste Reduction Plan must be submitted to the County. A Plan must be completed using best available information. It is designed to provide the County with a basic picture of how your business is, or will be, recycling and reducing waste to meet the County's 50% recycling goal.

- If your business already recycles the required materials simply document what you do by providing information requested on the Business Recycling and Waste Reduction Plan form.

- If your business is not yet recycling, information on how to set up a recycling program is available through the SORRT (Smart Organizations Reduce and Recycle Tons) Program, the County's program dedicated to assisting businesses in recycling and waste reduction. Please call 240-777-6400 to receive information. Even if you do not currently have a recycling program in place, a Plan is still required to be filed.

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

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

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

ITEMS ON PAGE 1:

Business Name:

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

Address:

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

Phone Number:

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

Recycling Program Contact Person:

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

Business Website:

Provide the website of your business, if available.

Government Agency:

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

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

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

Employee Number:

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

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 4 offices in the County that is filing one Plan for all four sites must provide, on a separate attached page, the square footage occupied by each of the four individual offices.

Total Acreage of Green Area, if applicable:

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

Business Type:

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

Standard Industrial Classification (SIC) Code:

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

Who will submit your Annual Recycling and Waste Reduction Report?

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

MULTIPLE-SITE BUSINESSES:

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

ITEMS ON PAGE 2:

Plan for Recycling and Disposing Solid Waste:

This is the location on the Plan for you to provide detail on how your business will recycle and/or reduce the required materials to divert them from your trash. The materials identified in the left-hand column include all the required recyclables. If your program includes white office paper, colored paper, newspapers, magazines, cardboard and other clean, dry paper mixed together, report the information on the line for "mixed paper." If your program collects food and beverage containers mixed together, report the information on the line for "commingled containers." Refer to the Recyclable Materials -- Definitions list in Section 7.)

FIRST COLUMN:

Total Number and Size of Central Collection Containers and Number of Pick-Ups per Month:

Provide the total number of central collection containers for each material, including hampers, boxes, bins, toters, dumpsters, compactor/roll-off(s), and roll-off(s) for which your business is responsible. Report the number of desk-side containers only in the event your business does not have any other central collection container(s) at your location. (This would apply to a business whose property manager or custodian collects recyclables from each office or station and consolidates material with other businesses or tenants.) You may need to verify container size and collection schedule with the company providing collection service, which may include the custodial company, recycling company, or your property manager.

SECOND COLUMN:

Name and Phone Number of Company Hauling/Handling Materials:

Provide the complete name and phone number (with area code) of the licensed hauler or collector responsible for hauling each material to a facility for recycling. If your business self hauls a material to a recycling center, please indicate "Self" in the space provided and document the complete name of the facility and phone number (with area code) receiving the material. Under the category Solid Waste for Disposal, indicate the complete name and phone number (with area code) of the licensed hauler responsible for disposing of your business' trash.

THIRD COLUMN:

Waste Reduction Program:

Executive Regulation 15-04AM requires businesses to prepare a waste reduction and recycling plan that demonstrates how the business will recycle or reduce the amount of solid

waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight. Your description of waste reduction efforts will assist the County in evaluating the needs and successes of businesses seeking to reduce the amount of waste they generate. Please list the material(s) for which your business has implemented a source (waste) reduction program and on a separate page provide detailon 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 materials, put a check mark in the box(es) corresponding to the material(s) in order to obtain an Exemption Request Form. Upon receipt of your request, DSWS will provide you with a standard Exemption Request Form for submission to DSWS. Then DSWS staff will schedule a site visit. Exemption requests will be judged on the following criteria:

(1) unavailability of markets for the specified material (refer to Page 1 of these Instructions for additional information about exemptions);

(2) extreme financial hardship due to significant disparity between the costs of recycling an identified material and the costs of disposal of that material; and

(3) unavailability of on-site or proximate off-site location to prepare and store material(s) for recycling

Please List all Other Materials for Recycling, Reuse or Source Reduction:

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

BOTTOM ROW: Solid Waste for Disposal Only:

Provide requested information in corresponding boxes. Identify the total number and size of container(s) used to store solid waste for disposal (trash), the number of pick-ups per month, and the name of the hauler that transports your business' solid waste to a facility for disposal. For example, *1-twenty cubic yard roll-off X 4 times a month.*
Important: This form will be returned to you if this section is not completed.

Signature Lines:

A corporate officer must sign the form and print his/her name and the company name.
Important: This form will be returned to you if this section is not completed.

BUSINESS RECYCLING AND WASTE REDUCTION PLAN

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

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

Business Name: _____

Address: _____

Phone Number: _____

Recycling Program Contact Person: _____

Contact Person Email: _____ Business Website: _____

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

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

Property Owner/Manager Name: _____ Telephone#: _____

Property Owner/Manager Mailing Address: _____

EMPLOYEE NUMBER: _____(Employee means person working 20 or more hours a week for more than 6 months in a calendar year.)

Total square feet of building space occupied: _____Square Feet

Total acreage of green area (landscaped and grassy area), if applicable:_____Acres

BUSINESS TYPE (Check all that apply):

❑ BAR/RESTAURANT ❑ OFFICE ❑ WHOLESALE ❑ AGRICULTURAL

❑ RETAIL, NON-GROCER ❑ RETAIL, GROCER ❑ LABORATORY ❑ MANUFACTURING

❑ SOCIAL SERVICES ❑ HOTEL ❑ HOSPITAL ❑ EDUCATION

❑ HOME-BASED BUSINESS ❑ OTHER (Please Specify)

Standard **I**ndustrial **C**lassification (SIC) Code:_____(If Known)

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

❑ Self ❑ Property Manager/Owner ❑ Central Business Office ❑ Other:_____

Name of Person responsible for submitting Annual Report: _____ Phone: _____

Company Name and Address: _____

MULTIPLE SITE BUSINESSES:

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

FOR DSWS USE ONLY — DO NOT WRITE BELOW THIS LINE

DIVISION OF SOLID WASTE SERVICES APPROVAL BY: _____ **Date:** _____

EXEMPTION STATUS: _____ **Approval Sent:** _____

PLAN FOR RECYCLING AND DISPOSING SOLID WASTE

DATE PLAN SUBMITTED:_____

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

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

Signature of Person Completing Form _____ Date _____ Print Name of Signatory and Company Name _____

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

Signature of Responsible Corporate Officer _____ Date _____ Print Name of Signatory _____

Montgomery County SORRT Program

101 Monroe Street ▪ 6th floor ▪ Rockville, MD ▪ 20850 ▪ (240) 777-6400 ▪ www.montgomerycountymd.gov/recycling

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 recycle 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 in Montgomery County are required to submit annual recycling and waste reduction forms (referred to as the Annual Report). In addition, small businesses may be required to submit a form upon DSWS request.

The purpose of the Annual Report is to provide the County with information on how much and what kind of material businesses are recycling in each calendar year. The Annual Report also provides the County with information on waste reduction and buying recycled practices of County businesses. The County will aggregate and then report all of this information to the State of Maryland as required by the Maryland Recycling Act.

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

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

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

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

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

Submission Dates for Annual Business Recycling and Waste Reduction Report:

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

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

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

STEP-BY-STEP GUIDANCE FOR FILING ANNUAL REPORTS:

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

ITEMS ON PAGE 1:

Business Name:

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

Mailing Address:

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

Phone Number:

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

Recycling Program Contact Person:

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

Contact Person Email:

Provide an email for the contact person, if applicable.

Business Website:

Provide website of the business, if applicable.

Relationship to the Business for Whom Report Is Being Filed:

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

List Businesses Covered by Annual Report:

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

Government Agency:

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

Employee Number:

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

Total Square Feet of Building Space Occupied:

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

Total Acreage of Green Area, If Applicable:

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

ITEMS ON PAGE 2:

Annual Report for Previous Calendar Year:

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

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

FIRST COLUMN:

Quantity Collected in Previous Calendar Year:

Provide the total number of pounds of each material your business collected for recycling in the previous calendar year. If the quantities provided to you by your collector are not in pounds, refer to the Volume/Weight Conversion Chart in Section 7 of the *Montgomery County Business Recycling Regulation Handbook*.

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

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

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

Under yard waste (also referred to as yard trim), circle the type of yard waste (i.e., grass clippings, brush, leaves, other trimmings) your business recycles. *Remember, yard waste is one of the required materials to be recycled if it is generated on your site.* Regardless of whether your business, your property manager/owner or a privately contracted landscaper actually does the grasscycling, composting or hauling to a compost facility, *you need to fill in information on how the yard waste is being recycled.*

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

SECOND COLUMN:

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

Provide the total number of central collection containers for each material, including hampers, boxes, bins, toters, dumpsters, compactor/roll-off(s), and roll-off(s), a size description for the centralized containers, and the number of times each month those containers are collected. Example: "Five (5) 30-cubic-yard roll-off containers x three times per month," written in the column next to mixed paper means that your business has five 30-cubic-yard containers in which mixed paper is centrally collected, and these containers are emptied by the recycling company three times a month. You may need to verify container size and collection schedule with the company providing collection service, which may include the custodial company, recycling company, or your property manager.

Report the number of desk-side containers used by employees only if your business does not have any other central collection container(s) at your location. (This would apply to a business whose property manager or custodian collects recyclables from each office or station and consolidates material with other businesses or tenants.)

THIRD COLUMN:

Name and Phone Number of Company Hauling/Handling Materials:

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

FOURTH COLUMN:

Waste Reduction Program:

The regulation requires your business to recycle and reduce the amount of waste going to disposal facilities with the goal of reducing solid waste for disposal by at least 50% annually, by volume or weight. Therefore, it is important to report any waste reduction efforts that your business has undertaken. List the material(s) for which your business has implemented a source reduction program, and on a separate page, provide detail on how the technique works and its results. Include how your business educated its employees about the waste reduction program.

FIFTH COLUMN:

Check Box if Exemption Request Form is Required:

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

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

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

Voluntary Materials for Recycling, Reuse or Source Reduction:

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

BOTTOM ROW:

Solid Waste for Disposal Only:

Provide the quantity of solid waste that was disposed during the calendar year for which you are filing this report. Your collector may be able to provide this information. Identify the total number and size of container(s) used to store solid waste for disposal (trash), the number of pick-ups per month, and the name of the hauler or collector that transports your business' solid waste to a facility for disposal. For example, *1-twenty cubic yard roll-off x 4 times a month*. **If you leave this information blank, your annual report will be considered incomplete and DSWS will contact you in writing or by telephone to determine this information.**

Signature Lines:

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

ITEMS ON PAGE 3:

Required Information:

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

Copies of Annual Report:

Please make copies of the blank form for you to file this report. An on-line version of the annual report can be found on the SORRT (Smart Organizations Reduce and Recycle Tons) website at www.montgomerycountymd.gov/recycling. You may also call DSWS at (240) 777-6400 to receive a copy in the mail.

ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT

Refer to the *Montgomery County Business Recycling Regulation Handbook* for guidance on recycling and completing this Report.

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

Business filing this Annual Report, provide:

Business Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person Name and Title: _____

Contact Person Email: _____ Business Website: _____

What is your relationship to the business(es) for whom this Annual Report is being filed?
(Check the box that corresponds to appropriate description.)

❑ I'm filing for my business at the above address only.

❑ I'm a **Property Manager** filing for one or more tenant(s) leasing property at a single site.
If address of the building occupied by your tenant(s) is different from the address provided above, provide address of building occupied by your tenant(s) covered by this Report: _____

❑ Business **Headquarters** filing for multiple business locations in the County.
Provide the address of each location that is covered under this report.

❑ I'm a **Collector** filing for my customer. (NOTE: One Annual Report per customer)
Provide the business name, address, contact name and phone number of the customer whom this report covers.

❑ Other. Explain relationship:

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

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

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

If Government Agency, check applicable: County ❑ State ❑ Federal ❑ Other _____

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

Total square feet of building space covered by this Report:_____Square Feet

Total acreage of green area (landscaped and grassy area) covered by this Report, if applicable:_____Acres

FOR DSWS USE ONLY — DO NOT WRITE BELOW THIS LINE

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

EXEMPTION STATUS: **CURRENT RECYCLING RATE:**

PREVIOUS RECYCLING RATES:

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 ROGRAM (Check if applicable & attach separate page to describe)	Check Box if Exemption Request Form is required **
REQUIRED MATERIALS FOR RECYCLING, REUSE, OR BEING SOURCE REDUCED					
MIXED PAPER:	Pounds/Yr.				❑
WHITE OFFICE PAPER	Pounds/Yr.				❑
CORRUGATED CARDBOARD	Pounds/Yr.				❑
NEWSPAPER	Pounds/Yr.				❑
COMMINGLED MATERIALS	Pounds/Yr.				❑
ALUMINUM CANS	Pounds/Yr.				❑
STEEL/TIN CANS	Pounds/Yr.				❑
PLASTIC BOTTLES (NARROW-NECK)	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 SOURCE REDUCTION (Attach list of other materials as needed)					
MATERIAL:					N/A
MATERIAL:					N/A
SOLID WASTE FOR DISPOSAL ONLY—BELOW THIS LINE					
SOLID WASTE FOR DISPOSAL (Trash)	Pounds/Yr.				N/A

* List Container Types.

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

Signature of Person Completing Form _____ Date _____ Print Name of Signatory and Company Name _____

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

Signature of Responsible Corporate Officer _____ Date _____ Print Name of Signatory _____

Montgomery County SORRT Program

101 Monroe Street ▪ 6th floor ▪ Rockville, MD ▪ 20850 ▪ (240) 777-6400 ▪ www.montgomerycountymd.gov/recycling

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.

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.

Montgomery County SORRT Program

101 Monroe Street ▪ 6th floor ▪ Rockville, MD ▪ 20850 ▪ (240) 777-6400 ▪ www.montgomerycountymd.gov/recycling

Section 5: Reduce Waste—Save Money and Resources

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

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

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

Waste reduction benefits the environment, too. It helps conserve natural resources and slows the depletion of valuable landfill space. It also reduces the pollution associated with the manufacture of products. In addition, reducing the amount of hazardous constituents in goods can reduce potential management problems at landfills and incinerators when these items are discarded.

Reducing Waste Benefits Your Business

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

- Economic advantages. Potential economic advantages of waste reduction include reduced waste disposal fees, savings in material and supply costs, revenues from marketing reusable materials and savings from more efficient work practices.
- Enhanced corporate image. Your enhanced corporate image as an environmentally conscious business can attract and maintain customers. Research shows that more and more consumers and businesses consider a firm's environmental record when making purchasing decisions.
- Improved employee morale. Your employees may appreciate your efforts to prevent waste. This heightened morale could increase employee enthusiasm and productivity.
- Compliance with County recycling regulations and goals. The County has set a goal of reducing and recycling 50% of its waste. But recycling alone will not achieve this ambitious goal. Businesses will have to reduce the amount of waste they produce to make the 50% goal a reality.

Your Business Has Many Waste-Reduction Options

Waste-reduction activities include, but are not limited to:

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

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

Encourage Your Suppliers To Reduce Waste

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

Preventing Paper Waste

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

- sending messages via electronic mail
- printing fewer copies of reports
- posting memos in a central location
- storing computer documents on disk rather than making hard-copy files
- using smaller fonts to save space
- making note pads from scrap papers

If They Can Do It…

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

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

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

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

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

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

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

HERE'S HOW TO DEVELOP YOUR WASTE-REDUCTION EFFORT

Your business already may have adopted some waste-reduction procedures such as reducing paper consumption through the use of electronic mail or making double-sided copies. But there probably are many more steps you can take to reduce waste and save money, ranging from simple alterations in everyday business operations to large-scale initiatives.

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

Getting Started

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

✔ *Top-down support*

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

✔ *The waste-reduction team*

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

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

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

✔ *Goal setting*

Perform a waste assessment to collect data (see instructions below) 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:

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

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

Conducting a Waste Assessment

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

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

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

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

1. Examining facility records

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

2. Conducting a facility walk-through

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

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

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

3. Performing a waste sort

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

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

Selecting, Implementing and Monitoring Waste Reduction Options

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

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

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

Once you've determined which waste reduction measures will work for your business, it's time to implement them. You may want to build your program slowly, implementing a few options at a time. This way, staff are not overwhelmed by changes in procedure, and you'll have an opportunity to identify, assess and solve any problems in the program's early stages.

Be sure that all employees are aware of your waste reduction program, and know their role in it. In addition, update staff as your program evolves. Encourage them to submit new ideas on increasing your program's efficiency.

Evaluate your program on occasion, since waste reduction is a dynamic process. Keep track of its successes, identify new areas for waste reduction, identify areas for improvement in your current program and be sure to provide documentation to the County in your recycling plan and annual report.

Your program should be active and dynamic, with applications to future purchases and procedures as well as existing ones. Resolve to consider waste reduction in all your future business practices.

Business Waste Reduction Techniques

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

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

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

FOR WRITING/PRINTING PAPER:

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

  Direct Marketing Association
  Mail Preference Service
  Box 643
  Carmel, NY 10512

  and ask that your business be removed from mailing lists.

FOR PACKAGING:

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

FOR EQUIPMENT:

- Consider renting equipment that is used occasionally
- Consider using repaired or remanufactured 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
- 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)
- Institute maintenance practices to prolong the use of copiers, computers, and other equipment
- Consider using rechargeable batteries
- Consider installing reusable furnace and air conditioner filters
- Recharge or rebuild fax and printer cartridges

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

FOR LANDSCAPING/ORGANICS:

- Use a mulching lawnmower (time savings should reduce cost of lawn maintenance and reduce need for fertilizers)
- Compost grass clippings and leaves or request your landscape contractor to compost these items
- Use compost as a top dressing or topsoil amendment and request the landscape contractor to use it as well
- If unable to compost onsite, ensure yard trimmings (leaves, grass, and brush) are sent to a composting facility (Montgomery County offers reduced tip fee for clean loads of yard trim at its recycling center)
- Choose a landscape design that needs low maintenance
- Leave grass clippings on lawn

FOR PURCHASING:

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

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

FOR OVER-STOCKED, EXCHANGEABLE ITEMS:

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

FOR FOOD AND PERSONAL SERVICE AND EMPLOYEE LOUNGES:

- Consider using durable towels, tablecloths, napkins, dishes, flatware, cups, and glasses
- Consider using cloth roll towels, hot air dryers, or large paper rolls in restrooms
- Offer smaller portions (e.g., child's menu) to reduce food scraps
- Use unbleached coffee filters
- Encourage customers to take home extra food
- Arrange to donate leftover food to charities or food programs
- Buy sugar and cream in bulk and use reusable containers instead of 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
- returnable bottles
- Encourage the return of metal hangers at the dry cleaners

Brought to you by the Montgomery County SORRT
(Smart Organizations Reduce and Recycle Tons) Program

Montgomery County SORRT Program
101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ (240) 777-6400 ■ www.montgomerycountymd.gov/recycling

REDUCING AND RECYCLING YARD TRIMMINGS

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

Reduce Waste Generation

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

Select perennial or permanent plant materials – many parks and public gardens now choose to install perennial plant materials in beds and borders, rather than replacing annuals from season to season. Perennial plantings incur lower maintenance costs, provide long-term savings on plant materials, produce less waste, provide better drought and disease resistance, while also responding to new design preferences – massing ornamental grasses, clumping native species, and so on.

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

Recycle Materials On-site

Grasscycling – mulching 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 minerals and organic matter.

Shredder-Mulching – rather than simply disposing of collected leaves, those leaves could be processed with one of the numerous shredding or grinding machines available for long- or short-term rental, reduced 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 materials collected from your grounds, such as shredded or whole leaves, grass clippings, weeds, discarded annuals, or trimmed flowers and hedges, a site can produce an unparalleled soil amendment, turf topdressing, and mulch which can help reduce or eliminate fertilizer, herbicide and pesticide applications. Composting also eliminates disposal costs and recycles landscape wastes into landscape resources.

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

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

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

Take Materials to an Approved Composting Facility

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

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

Use the County Recycling Center

Materials which cannot be processed on-site can be brought to the Montgomery County Transfer Station/Recycling Center at Shady Grove Road and Route 355. As of July 1, 2005, there is a $36 per ton tipping fee for recycling appropriate landscaping materials, and facility users must be registered. Registration forms are available either at the scale house or by calling 301-840-2370. The following procedures must be observed when recycling landscape trimmings:

Keep brush separate from other materials

Brush is processed through a tub grinder into shredded mulch which is available **for free** in unlimited quantities, both at the Recycling Center and at other satellite locations. Call 301-840-2370 for more information.

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

Stumps and logs are not accepted at the Recycling Center

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

For information regarding grasscycling, mulching, composting, landscape alteration, or the yard trim recycling program, contact Joe Keyser at the Department of Environmental Protection at (240) 777-7700.

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

Section 6: Close the Loop! Buy Recycled

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

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

Why Buy Recycled?

In Montgomery County, businesses generate approximately 50% of the County's waste, or roughly 500,000 tons each year. The County requires businesses to recycle in order to minimize the amount of waste going to the incinerator or other disposal sites.

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

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

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

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

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

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

Who Buys Recycled?

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

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

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

The U.S. Government has created the largest buy-recycled program in the country. These programs benefit all businesses, not only because they are excellent models of buy-recycled programs that work, but because their size has helped drive the price of recycled-content products down for everyone.

Within the U.S. Government, all agencies must establish buy-recycled programs. The U.S. Environmental Protection Agency (EPA) developed guidelines for the purchase of recycled paper products, re-refined lubricating oil, retread tires, building insulation products, and concrete & cement containing fly ash. EPA has proposed 21 additional recycled-content products be added to the list.

How To Buy Recycled

Establish a Policy

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

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

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

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

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

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

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

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

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

Research the Market

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

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

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

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

Cost– Another mistake is to assume that recycled products are more expensive than equivalent virgin products. In fact, some recycled products are already less expensive than their virgin counterparts. Comparison shopping, bulk purchases, competitive bid processes and calculating the life-cycle cost of a product are the best ways to control costs. Look around for vendors that are willing to help you find the products you want.

Require Contractors To Use Recycled Products

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

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

Purchase Cooperatively To Reduce Costs

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

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

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

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

Evaluate What Products Your Business Can Use

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

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

1. Review current purchases to determine which recycled products are already being purchased.

2. Examine product specifications to determine if the maximum amount of recycled materials (and post-consumer waste) is being requested.

3. Examine product and contract lists to determine where you can substitute recycled products for virgin products or include recycled products in future bids. The list below 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)
- trash and recycling containers
- refurbished office equipment
- recycled toner cartridges
- paper and plastic pallets
- packaging material
- furniture
- carpet

Vehicle fleets

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

Construction products

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

Transportation products

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

Recreation and parks

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

Other products

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

Where Can I Get More Information and Assistance?

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

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

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

The **Buy Recycled Business Alliance (BRBA)** was founded by the National Recycling Coalition with the intent of promoting market development and procurement of recycled-content products. The Alliance is a nationwide effort, led by private businesses, to encourage their peers in the private sector to increase the use of recycled-content products in their day-to-day operations.

Businesses can join the alliance at no cost, and receive technical assistance and information, peer counseling on any aspect of buying recycled, the *Buy Recycled Guide Book* (a step-by-step guide to help evaluate recycled-content products), special assistance at Buy Recycled seminars held by the Alliance throughout the country and a quarterly newsletter. For more information, contact BRBA at 1325 G Street, NW, Suite 1025, Washington, DC 20005, 202-347-0450 (phone) or 202-347-0449 (fax).

When Should I Publicize My Buy-Recycled Effort?

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

How To Keep Track of Your Program

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

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

Work Sheet for Recycled Product Purchases

Product or Service Purchased

_____

Number of Units Requested _____

Contract Number _____Duration of Contract _____

Buyer _____

Using Department _____

Percentage and definition or 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?

_____

_____

_____

_____

RECYCLED PRODUCTS GUIDE

This SORRT Resource List identifies companies that sell recycled paper, paper products, and other products that contain recycled material. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies. **This list is current as of May 2004.**

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

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

For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program at (240) 777-6400.

RECYCLED PRODUCTS GUIDE (continued)

ABC Box Co.
1135 Leadenhall Street
Baltimore, MD 21230
(410) 752-4635
Fax (410) 752-2697
Recycling storage containers; cardboard boxes.

Adams-Burch Co.
1901 Stanford Court
Landover, MD 20785
(301) 772-7850 or
(800) 347-8093
Restaurant supply company that offers recycling containers and recycled-content paper products.

Advantage Technical Services (ATS)
2328 Montgomery Street
Silver Spring, MD 20910-1253
(888) 371-2666
Fax (301) 589-6466
www.advantage-technical.com
Remanufactured toner cartridges.

AJ Stationers, Inc.
7601 Brandon Woods Blvd.
Baltimore, MD 21226
(410) 360-4900
Fax (410) 360-4291
www.ajstationers.com
Recycled paper office products.

American Laser, Inc.
5004 Jackson Street
Hyattsville, MD 20781
(301) 588-4850
Fax (301) 864-1565
Remanufactured toner cartridges.

Boise Cascade Office Products
6745 Business Park Way
Elkridge, MD 21075-6340
(410) 579-5200 or
(800) 282-6473
Recycled paper content; remanufactured toner cartridges.

Bradco Supply
3404 Kenilworth Avenue
Hyattsville, MD 20781
(301) 277-7711
Fax (301) 699-9341
Roof insulation material.

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

Choisyx Business Center
4809 Lydell Road
Cheverly, MD 20781
(301) 772-7040
Fax (301) 386-4477
Remanufactured toner cartridges.

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

RECYCLED PRODUCTS GUIDE (continued)

Corporate Express
7021 Dorsey Road
Hanover, MD 21076
(410) 799-7700 or
(800) 270-9689
www.cexp.com
Sells recycled office supply products; furniture; remanufactured toner cartridges.

CPR Recharge
902 Cutler Court
Waldorf, MD 20602
(301) 843-2800
Fax (301) 843-0857
Remanufactured toner cartridges.

Design Recycle, Inc.
P.O. Box 638
Upper Marlboro, MD 20773
(301) 952-9137
Fax (301) 952-9791
www.designrecycleinc.com
Rubbercrete for use in patio blocks; pavers; drainage product runways; highway sound barriers; pier pilings; utility poles.

Emanuel Tire Co.
1300 Moreland Avenue
Baltimore, MD 21216
(410) 947-0660
Supplier to tire retreading business.

Federal Hill Office Supply
1022 S. Charles Street
Baltimore, MD 21230
(410) 727-0111
Fax (410) 727-1374
Recycled printing papers; office supplies; remanufactured toner cartridges.

Frank Parson Paper, Inc.
2270 Beaver Road
Landover, MD 20785
(301) 386-4700
Fax (301) 773-8062
Recycled paper products; remanufactured toner cartridges; offers pick-up and recycling of empty cartridges.

Frank Parson/White-Rose Paper Co.
4665 Hollins Ferry Road
Baltimore, MD 21227
(410) 247-1900
Fax (410) 525-9378
Remanufactured toner cartridges, recycled paper products; recycling of empty toner cartridges.

Frederick Non-Profit Building Supply
105 E. South Street
Frederick, MD 21701
(301) 662-2988
Reused building materials.

Gerstel Office Furniture, Inc.
584 N. Frederick Avenue
Gaithersburg, MD 20877
(301) 840-1236
Fax (301) 840-5643
Office furniture.

Greenwald Industrial
2507 51st Avenue
Hyattsville, MD 20781
(301) 773-3800 or
(800) 248-9808
Foam insulation.

Laser Printers Plus, Inc.
11226 Georgia Avenue
Silver Spring, MD 20902
(301) 589-7300
Fax (301) 933-9011
Computer & machine parts; computer cartridges.

Mid-Atlantic Waste Systems
10641 Cordova Road
Easton, MD 21601
(410) 820-7188 or
(800) 338-7274
Specializes in compactors.

Moore Wallace
1050 Hull Street, Suite 110
Baltimore, MD 21230
(410) 347-1550
Fax (410) 347-1558
Recycled printing papers.

Office Furniture Maintenance Corp.
8325 Old Marlboro Pike
Upper Marlboro, MD 20772-2616
(301) 855-6888
Fax (301) 763-0699

Office Paper Systems, Inc.
7650 Airpark Road
Gaithersburg, MD 20879
(301) 948-6301
Fax (301) 948-6302
www.opsus.com
Recycled printing papers; recycling containers.

RIS Paper
9101 E. Hampton Drive
Capitol Heights, MD 20743
(301) 336-8833
Fax (301) 499-1214
www.rispaper.com
Recycled printing papers.

S. Freedman & Sons
3322 Pennsy Drive
Landover, MD 20785
(301) 322-5000
Fax (301) 773-8429
Recycled paper; plastic containers; janitorial/cleaning equipment.

Strouber Materials
7811 Penn Western Court
Upper Marlboro, MD 20772
(301) 967-9100
Fax (301) 967-3004
Ceiling tile.

The Great Outdoors
7828 Millers Corner
Elkridge, MD 21075
(410) 379-0767
Fax (410) 379-6840
Sells rubber surfacing made from re-used tires.

The Loading Dock
2523 Gwynns Falls Parkway
Baltimore, MD 21216
(410) 728-3625
Fax (410) 728-3633
www.loadingdock.org
Re-used building materials and some appliances.

Unisource
8261 Preston Court
Jessup, MD 20794
(301) 470-4063 or
(800) 344-5522
Fax (410) 792-8059
Recycled papers.

Victor Stanley, Inc.
2103 Brick House Road
Dunkirk, MD 20754
(301) 855-8300
Fax (410) 257-7579
Plastics & other containers for outdoor use.

RECYCLED PRODUCT SUPPLIERS

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

For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program Manager at (240) 777-6400.

RECYCLED PRODUCT SUPPLIERS (continued)

Codes: 1) Office paper, 2) Office supplies, 3) Custodial papers, 4) Cardboard boxes

RECYCLED PAPER PRODUCTS

ABC Box Co.
1135 Leadenhall Street
Baltimore, MD 21230
(410) 752-4635
Fax (410) 752-2697
Code: 4

Blind Industries and Services of Maryland
2901 Strickland Street
Baltimore, MD 21223-2796
(410) 233-4567
(888) 322-4567
Fax (410) 233-0544
www.bism.org
www.supereaglesupply.com
Code: 1 (recycled paper pads), 2

Boise Cascade Office Products
6745 Business Park Way
Elkridge, MD 21075-6340
(410) 579-5200 or
(800) 282-6473
Fax (800) 572-6473
Codes: 1–4

CANUSA Corp.
1616 Shakespeare Street
Baltimore, MD 21231
(410) 522-0110
Code: 1 (paper broker)

Corporate Express
7021 Dorsey Road
Hanover, MD 21076
(410) 799-7700 or
(800) 270-9689
www.cexp.com
Codes: 1, 2

Diamond Paper Co.
21955 Cascades Parkway
Sterling, VA 20166
(703) 450-0000
Fax (703) 450-0001
Codes: 1–4

Frank Parson Paper, Inc.
2270 Beaver Road
Landover, MD 20785
(301) 386-4700
Fax (301) 773-8062
Codes: 1, 2

Office Paper Systems, Inc.
7650 Airpark Road
Gaithersburg, MD 20879
(301) 948-6301
Fax (301) 948-6302
www.opsus.com
Codes: 1, 2

Paper Plus
14803 Southlawn Lane, Bldg. A
Rockville, MD 20850
(301) 424-4990
Fax (301) 279-7324
Codes: 1–4

RIS Paper
9101 E. Hampton Drive
Capitol Heights, MD 20743
(301) 336-8833
Fax (301) 499-1214
www.rispaper.com
Codes: 1, 3

Unisource
8261 Preston Court
Jessup, MD 20794
(301) 470-4063 or
(800) 344-5522
Fax (410) 792-8059
Codes: 1–3

OTHER RECYCLED PRODUCTS

ANTIFREEZE

Multi-Parts and Services Inc.
5647 Belle Grove Road
Baltimore, MD 21225
(800) 879-6858
Fax (410) 636-2221
Antifreeze recycling equipment.

BUILDING MATERIALS

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

PLASTIC LUMBER

Fisher Lumber
525 E. Gude Drive
Rockville, MD 20850
(301) 424-6500
Fax (301) 424-8864
Distributes decking material (Trex®).

Sheets Wholesale
430 Mill Street
Vienna, VA 22180
(703) 938-9110
Fax (703) 938-2673
Specializes in Trex® decking.

T.W. Perry Enterprises
8131 Snouffer School Road
Gaithersburg, MD 20879
(301) 840-9600
Fax (301) 840-0076
Specializes in Trex® decking.

DOCUMENT DESTRUCTION/ RECYCLING SERVICES

Environmental Recycling, Inc.
621 S. Pickett Street
Alexandria, VA 22304
(703) 370-3325
Fax (703) 370-3999
www.eri1.com
Shreds documents and sells shreds to paper manufacturers. Provides a certificate of destruction and an Environmental Impact Statement detailing the natural resources to be saved by the use of the paper shreds.

Office Paper Systems, Inc.
7650 Airpark Road
Gaithersburg, MD 20879
(301) 948-6301
Fax (301) 948-6302
www.opsus.com
Shreds documents and sells shreds to paper manufacturers. Provides a certificate of destruction and an Environmental Impact Statement detailing the natural resources to be saved by the use of the paper shreds.

Shred-It
850 Gude Drive, Suite G
Rockville, MD 20850
(301) 315-0070 or (800) 697-4733
Fax (301) 315-9119
Shreds documents and sells shreds to paper companies for manufacture of recycled paper products. Provides a certificate of destruction and a statement of how many trees will be saved by the use of the recycled paper.

Montgomery County SORRT Program
101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ (240) 777-6400 ■ www.montgomerycountymd.gov/recycling

Section 7: 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 15-04AM, the County's business recycling regulation.

REQUIRED RECYCLABLE MATERIALS

MIXED PAPER:

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

COMMINGLED MATERIALS:

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

- Glass bottles and jars.
  - Clear, brown, and green glass bottles and jars.
  - ***Note:*** *Broken glass and glass that is not food packaging, such as light bulbs and windows* ***ARE NOT*** *acceptable in most conventional recycling programs.*
- Aluminum cans and foil products.
  - Aluminum cans, which usually contain soft drinks or beer.
  - Aluminum foil.
- Bi-metal cans.
  - Steel/tin cans are usually generated by food service.
- Plastic bottles with a neck.
  - Any plastic bottle that has a neck, in which the top is narrower than the bottom.

YARD TRIM:

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

CHRISTMAS TREES.

SCRAP METAL.

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

Other materials that can be voluntarily recycled:

BATTERIES:

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

CONSTRUCTION MATERIALS:

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

COMPUTER EQUIPMENT:

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

PLASTIC FILM (BAGS):

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

POLYSTYRENE FOAM (STYROFOAM):

Includes packaging and products made of expanded polystyrene. May display recycling symbol #6-PS.

WOOD WASTE - OTHER:

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

RECYCLING COMPANIES

This SORRT Resource List identifies companies that haul, collect, process, and/or recycle various materials. The first section of this document lists recyclers alphabetically by company name. The second section of the document lists companies providing specialized services by category of material(s) handled. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.
This list is current as of May 2004.

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

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

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

For additional information on finding the recycling company that best suits the needs of your organization, see the Montgomery County Business Recycling Regulation Handbook, Section 2: How to Set-Up a Business Recycling Program. Step 4 of this section spells out the process of selecting a recycling company. For more information on the economic aspects of business recycling, pricing, and negotiating a contract or service agreement, see Section 7: Recycling Cost Factors. For more information, contact the Montgomery County Business Recycling Program at (240) 777-6400.

RECYCLING COMPANIES

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

ABC Box Co.
1135 Leadenhall Street
Baltimore, MD 21230
(410) 752-4635
Fax (410) 752-2697
Codes: 1–2, 6–7

Arundel Recycling Center, Inc.
7517 Connelley Drive
Hanover, MD 21076
(410) 761-6595
Fax (410) 761-9150
Codes: 5–7, 9

Athelas
7476 Candlewood Road
Hanover, MD 21076
(410) 740-9460
Fax (410) 694-9536
Codes: 1, 2, 6–9

Browning Ferris Industries
300 Ritchie Road
Capitol Heights, MD 20743
(301) 417-0100
Fax (301) 336-1225
Codes: 1–3, 6–9

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

Capital Fiber, Inc.
6610 Electronic Drive
Springfield, VA 22151
(703) 658-0200
Codes: 1–2, 8–9

Recycle America/ABC Box Co.
65 N Street SE
Washington, DC 20003
(202) 488-7497
Fax (202) 484-5208
Codes: 1–4, 6–9

Environmental Recycling, Inc.
621 S. Pickett Street
Alexandria, VA 22304
(703) 370-3325
Fax (703) 370-3999
www.eri1.com
Codes: 1–2, 6–9

Georgetown Paper Stock Dealers
4501 46th Street
Bladensburg, MD 20710
(301) 864-1200
(301) 779-3746
Codes: 1–2, 6–8

Georgetown Paper Stock of Rockville
14820 Southlawn Lane
Rockville, MD 20850
(301) 762-6990
Fax (301) 762-3906
Codes: 1–2, 6–9

RECYCLING COMPANIES (continued)

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

Hanover Metal Co.
20 W. Cross Street
Baltimore, MD 21230
(410) 539-1338
Fax (410) 539-1341
Codes: 5–9

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

Kline Paper Mill Supplies
9475 Gerwig Lane
Columbia, MD 21046
(301) 982-1475
Fax (410) 381-2411
Codes: 1–2, 6–9

Metro Re-Uzit Company, Inc.
3401 Kenilworth Avenue
Hyattsville, MD 20781
(301) 699-1616
Fax (301) 699-1619
Codes: 5, 6, 9

Montgomery Scrap Corp.
15000 Southlawn Lane
Rockville, MD 20820
(301) 424-3000 or (800) 424-6747
Fax (301) 424-3144
www.m-scrap.com
Codes: 5–9

Office Paper Systems, Inc.
7650 Airpark Road
Gaithersburg, MD 20879
(301) 948-6301
Fax (301) 948-6302
www.opsus.com
Codes: 1–4, 6–8

Recycle America Alliance LLC
3000 Chestnut Avenue, Suite 100-B
Baltimore, MD 21211
(410) 662-8190
Fax (410) 662-8192
www.recycleamericaalliance.com
Codes: 1–2, 6, 8, 9

SP Recycling
9001 Brookville Rd
Silver Spring, MD 20910
(301) 589-4002
Fax (301) 588-8436
www.spnewsprint.com
Codes: 1–2, 7–9

Waste Management
8101 Beechcraft Avenue
Gaithersburg, MD 20879
(301) 340-0774
Fax (301) 645-2296
www.wm.com
Codes: 1–4, 6–8

RECYCLING COMPANIES (continued)

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

Weyerhaeuser
1404 Benson Court
Baltimore, MD 21227
(301) 621-2522 or (410) 737-1510
Fax (410) 737-2216
www.weyerhaeuser.com
Codes: 1, 2, 4, 6–9

World Recycling Co.
5600 Columbia Park Road
Cheverly, MD 20785
(301) 386-3010
Fax (301) 322-2896
Codes: 1–6, 8

SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE

FLUORESCENT LIGHTS

Environmental Management Services, Inc.
1688 E. Gude Drive, Suite 300
Rockville, MD 20850
(301) 309-0475
www.enviroexperts.net
Will pick up.

EPAI USA Lights
3408 52nd Avenue
Hyattsville, MD 20781
(301) 699-6244
Fax (301) 699-6249
Will pick up.

FOOD WASTE

Valley Proteins, Inc.
1515 Open Street
Baltimore, MD 21226
(410) 355-4800
Fax (410) 355-3095
Restaurant grease recycler; will pick up.

FUEL FILTERS

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

ORGANIC MATERIALS

AA Recycling and Sand, Inc.
8217 Baltimore-Annapolis Blvd.
Pasadena, MD 21122
(410) 437-7718
Fax (410) 437-7701
Accepts wood only (trees and stumps).

Soil Safe, Inc.
6700 Alexander Bell Drive, Suite 300
Columbia, MD 21046
(410) 872-3990
Fax (410) 872-3078
www.soilsafe.com
Accepts petroleum-contaminated soil.

SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE (continued)

RADIATORS

Arundel Recycling Center, Inc.
7517 Connelley Drive
Hanover, MD 21076
(410) 761-6595
Fax (410) 761-9150

TIRES

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

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

TONER CARTRIDGE/RIBBON RECYCLERS

Cartridge Technologies, Inc.
8411 Helgerman Court
Gaithersburg, MD 20877
(301) 417-7202
Fax (301) 417-7204
www.ctimd.com
Offers pick up service.

MEHTA, Inc.
17824 Hazelcrest Drive
Gaithersburg, MD 20877
(301) 948-2978
Fax (301) 948-0102
Offers pick up service.

Precision Toner Systems (PTS)
711 Gorman Avenue
Laurel, MD 20707
(301) 317-4000
Fax (301) 317-7713
www.precisiontoner.com

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

US Recycling
1118 Shop Road
Columbia, SC 29201
(888) 628-3639
Fax (803) 454-0611
www.usrecycleink.com
Customers compensated for submitting toner cartridges.

SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE (continued)

WOOD PALLETS

Frank's Pallet Service
6201 Pulaski Highway
Baltimore, MD 21205
(410) 631-7199
Fax (410) 631-7656
www.frankspallets.com
Buys 48"x40" 4-Way, and 48" x 48" pallets; repairs and resells. Pallet removal services for odd sizes.

Valleywood Industries, Inc. & Pallet Masters
6600 Landay Avenue
Baltimore, MD 21237
(410) 488-5500
Fax (410) 488-5555
Wood pallets bought, sold, repaired, and removed.

ANTIFREEZE/OIL

U.S. Filter Recovery Services
5800 Farrington Avenue
Alexandria, VA 22304
(703) 370-8205
Fax (703) 370-8067
www.usfilter.com
Accepts antifreeze and oil.

BATTERIES

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

Arundel Recycling Center, Inc.
7517 Connelley Drive
Hanover, MD 21076
(410) 761-6595
Fax (410) 761-9150

Clean Harbors Environmental Services
3527 Whiskey Bottom Road
Laurel, MD 20724
(301) 939-6032 or (301) 939-6019
Fax (301) 939-6066
www.cleanharbor.com
Accepts small quantities of all types of hazardous material.

COMPUTER EQUIPMENT

Reclamere, Inc.
905 Pennsylvania Avenue
Tyrone, PA 16686
(814) 684-5505
Fax (814) 684-6044
www.reclamere.com
Accepts electronic equipment including computers, network infrastructure gear and telecommunications equipment.

SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE (continued)

America Online
AOL
Attn: Mail Room
22000 AOL Way
Dulles, VA 20166
(800) 466-5463
www.aol.com
Mail unwanted CD's to the above address to be recycled.

GreenDisk
2200 Burlington
Columbia, MO 65202
800-305-3475
www.greendisk.com
Mail unwanted CD's to the above address to be recycled. Charge is 15 cents/pound to cover labor costs, with a minimum of $5.00.

Precision Toner Systems (PTS)
711 Gorman Avenue
Laurel, MD 20707
(301) 317-4000
Fax (301) 317-7713
www.precisiontoner.com
Accepts donations of old computers (Pentium 300 MHz or better), inkjet printers, monitors, and keyboards.

Prima Plastics LLC
CD Recycling Program
3307 S. Lawndale Avenue
Chicago, IL 60623
(773) 523-9593
Fax (773) 523-9718
www.primaplasticsllc.com
Mail unwanted CD's and jewel cases to the above address to be recycled at no charge.

US Recycling
1118 Shop Road
Columbia, SC 29201
(888) 628-3639
Fax (803) 454-0611
www.usrecycleink.com
Accepts electronic equipment including computers, network infrastructure gear, and telecommunications equipment.

SPECIALIZED RECYCLING SERVICES BY MATERIAL TYPE (continued)

CONCRETE/ASPHALT/DIRT

AA Recycling and Sand, Inc.
6931 Baltimore-Annapolis Blvd.
Baltimore, MD 21225
(410) 789-1120
Fax (410) 437-7701
Accepts concrete & asphalt

Clean Earth
1469 Oak Ridge Place
Hagerstown, MD 21740
(301) 791-6220
Fax (301) 790-1825
Accepts concrete, asphalt, rock, and non-hazardous petroleum-contaminated soil.

The Recycling Center, Inc.
14852 Old Gunpowder Road
Laurel, MD 20707
(301) 953-1424
Fax (301) 206-2559
Accepts concrete, asphalt, brick, and block.

CONSTRUCTION/ BUILDING MATERIALS

Frederick Non-Profit Building Supply
105 E. South Street
Frederick, MD 21701
(301) 662-2988
Accepts reusable building products and/or materials.

The Loading Dock
2523 Gwynns Falls Parkway
Baltimore, MD 21216
(410) 728-3625
Fax (410) 728-3633
www.loadingdock.org
Accepts reusable building products and/or materials. Offers pick-up services.

Agri Marketing, Inc.
190A Texter Mountain Road
Reinholds, PA 17569
(717) 335-0379
Fax (717) 335-2561
www.usagypsum.com
Accepts scrap wallboard.

ORGANIZATIONS OFFERING REUSE OPPORTUNITIES

One person's trash is another person's treasure! This SORRT Resource list identifies organizations that collect and distribute used but still functional goods. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all reuse organizations that service Montgomery County, nor offer it as an endorsement of any of the organizations. **This list is current as of May 2004.**

Amvets/Laurel Thrift Center
9800 Washington Blvd.
Laurel, MD 20723
(301) 953-0090
Clothing, furniture, household items, toys, etc. Offers free pick-up service.

Goodwill Industries
400 E. Church Street
Frederick, MD 21701
(301) 662-0622
Clothing, electronics, furniture, household items, office equipment, toys, etc. Offers free pick-up service.

Housing Opportunities Commission of Montgomery County
(301) 495-0983 (call 24 hours)
Furniture; offers free pick-up service.

The Loading Dock
2523 Gwynns Falls Parkway
Baltimore, MD 21216
(410) 728-3625
Fax (410) 728-3633
www.loadingdock.org
Reusable building materials including cabinets, doors, paint, paneling, vanities, windows, etc. Offers pick-up service.

Salvation Army
3304 Kenilworth Avenue
Bladensburg, MD 20781
(800) 538-2438
Appliances, clothing, electronics, furniture, etc. Offers free pick-up service.

United Way of Maryland
100 S. Charles Street, 5th Floor
Baltimore, MD 21201
(410) 547-8000
Fax (410) 895-1440
Clothing, electronics, office equipment, toys, etc. Offers free pick-up service.

RECYCLING CONTAINER AND EQUIPMENT SUPPLIERS

This SORRT Resource List identifies companies that manufacture and/or distribute recycling containers and equipment. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies.
This list is current as of May 2004.

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

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

Ameri-Kart Corp.
433 Industrial Road
Goddard, KS 67052
(316) 794-2213 or (800) 533-2475
www.amerikart.com
Manufactures recycling carts.

Big Stuff
1301 Ritchie Road
Capitol Heights, MD 20743
(301) 499-3700
Fax (301) 499-3705
www.bigstuff.com
Sells, installs, rents, and repairs balers, chutes, compactors, and containers.

Buckhorn Canada Inc.
8032 Torbram Road
Brampton, ON L6T 3T2, Canada
(800) 461-7579 or (905) 791-6500
Fax (905) 791-9942
www.buckhorncanada.com
Manufactures and sells plastic recycling bins & containers.

Busch Systems International, Inc.
130 Saunders Road, Unit 7
Barrie, ON L4N 9A8, Canada
(800) 565-9931
Fax (877) 593-3680
www.buschsystems.com
Recycling containers; compost bins; promotional materials.

RECYCLING CONTAINER AND EQUIPMENT SUPPLIERS (continued)

Ingold's Hico, Inc.
P.O. Box 548
Bel Air, MD 21014
(410) 879-9114
Fax (410) 879-9393
Supplies a wide variety of recycling equipment from hauling to holding; and consulting services.

Iowa Bag & Recycling Products
P.O. Box 4063
Waterloo, IA 50704-4063
(319) 291-6007
Distributes balers, crushers and densifiers. Provides consulting and leasing services.

Load-King Manufacturing Co.
P.O. Box 40606
Jacksonville, FL 32203
(904) 354-8882
Fax (904) 360-6251
www.loadkingmfg.com
Manufactures compactors and vertical balers.

Marathon Equipment Co.
909 County Highway 9 South
Vernon, AL 35592
(205) 695-9105
Fax (205) 695-7250
www.marathonequipment.com
Manufactures compactors, balers, and conveyors.

Mid-Atlantic Waste Systems
10641 Cordova Road
Easton, MD 21601
(410) 820-7188 or (800) 338-7274
Specializes in waste handling equipment, balers, & compactors.

RecyclingBin.com
92 Newark-Pompton Turnpike
Wayne, NJ 07470
(800) 910-4757
Fax (973) 872-9010
www.recyclingbin.com
Provides alternative recycling equipment such as the Hexcycle, Paper Taker, and Event Recycling Stations that fold flat for reduced shipping costs.

Rehrig Pacific Co.
1738 W. 20th Street
Erie, PA 16502
(800) 458-0403
Fax (814) 455-3997
www.rehrigpacific.com
Recycling bins and other containers.

Rubbermaid Commercial Products
3124 Valley Avenue
Winchester, VA 22601
(540) 667-8700 or (800) 347-9800
Fax (540) 542-8770
www.rubbermaidcommercial.com
Distributes a wide variety of containers.

RECYCLING CONTAINER AND EQUIPMENT SUPPLIERS (continued)

Rubbermaid Recycling Products, Inc.
P.O. Box 5009
Bradford, MA 01835
(800) 875-1735
Fax (978) 372-3953
www.recyclingproducts.com
Supplies a wide variety of containers for all aspects of collection from desk side to loading dock.

Toter, Inc.
P.O. Box 5338
Statesville, NC 28677
(704) 872-8171 or
(800) 424-0422
www.toter.com
Manufactures a wide variety of roll-out cart systems for commercial and residential collection programs.

Trash Masters, Inc.
3001 Kaverton Road
Forestville, MD 20747
(301) 568-1400 or
(800) 322-6110
Fax (301) 568-0077
Installs trash and linen chutes as well as trash compactors.

Zarn, Inc.
233 E. Erie Street, Suite 306
Xchicago, IL 60611
(800) 678-2278
Manufactures recycling and waste containers.

RECYCLED PRODUCTS GUIDE

This SORRT Resource List identifies companies that sell recycled paper, paper products, and other products that contain recycled material. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies. **This list is current as of May 2004.**

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

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

For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program at (240) 777-6400.

RECYCLED PRODUCTS GUIDE

ABC Box Co.
1135 Leadenhall Street
Baltimore, MD 21230
(410) 752-4635
Fax (410) 752-2697
Recycling storage containers; cardboard boxes,

Adams-Burch Co.
1901 Stanford Court
Landover, MD 20785
(301) 772-7850 or
(800) 347-8093
Restaurant supply company, offers recycling containers and recycled-content paper products.

Advantage Technical Services (ATS)
2328 Montgomery Street
Silver Spring, MD 20910-1253
(301) 589-0983 or (888) 372-2666
Fax (301) 589-6466
www.advantage-technical.com
Remanufactured toner cartridges.

AJ Stationers, Inc.
7601 Brandon Woods Blvd.
Baltimore, MD 21226
(410) 360-4900
Fax (410) 360-4291
www.ajstationers.com
Recycled paper office products.

American Laser, Inc.
5004 Jackson Street
Hyattsville, MD 20781
(301) 588-4850
Fax (301) 864-1565
Remanufactured toner cartridges.

Boise Cascade Office Products
6745 Business Park Way
Elkridge, MD 21075-6340
(410) 579-5200 or (800) 282-6473
Fax (800) 572-6473
Recycled paper content; remanufactured toner cartridges.

Bradco Supply
3404 Kenilworth Avenue
Hyattsville, MD 20781
(301) 277-7711
Fax (301) 699-9341
Roof insulation material.

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

Choisyx Business Center
4809 Lydell Road
Cheverly, MD 20781
(301) 772-7040
Fax (301) 386-4477
Remanufactured toner cartridges.

Clean Earth
1469 Oak Ridge Place
Hagerstown, MD 21740
(301) 791-6220
Fax (301) 790-1825
Sells recycled aggregate materials and recycled crush materials.

Corporate Express
7021 Dorsey Road
Hanover, MD 21076
(410) 799-7700 or
(800) 270-9689
www.cexp.com
Sells recycled office supply products; furniture; remanufactured toner cartridges.

CPR Recharge
902 Cutler Court
Waldorf, MD 20602
(301) 843-2800
Fax (301) 843-0857
Remanufactured toner cartridges.

Design Recycle, Inc.
P.O. Box 638
Upper Marlboro, MD 20773
(301) 952-9137
Fax (301) 952-9791
www.designrecycleinc.com
Rubbercrete for use in patio blocks; pavers; drainage product runways; highway sound barriers; pier pilings; utility poles.

Emanuel Tire Co.
1300 Moreland Avenue
Baltimore, MD 21216
(410) 947-0660
Supplier to tire retreading business.

Federal Hill Office Supply
1022 S. Charles Street
Baltimore, MD 21230
(410) 727-0111
Fax (410) 727-1374
Recycled printing papers; office supplies; remanufactured toner cartridges.

Frank Parson Paper, Inc.
2270 Beaver Road
Landover, MD 20785
(301) 386-4700
Fax (301) 773-8062
Recycled paper products; remanufactured toner cartridges; offers pick-up and recycling of empty cartridges.

Frederick Non-Profit Building Supply
105 E. South Street
Frederick, MD 21701
(301) 662-2988
Reused building materials.

Gerstel Office Furniture, Inc.
584 N. Frederick Avenue
Gaithersburg, MD 20877
(301) 840-1236
Fax (301) 840-5643
Office furniture.

Greenwald Industrial
2507 51st Avenue
Hyattsville, MD 20781
(301) 773-3800 or (800) 248-9808
Foam insulation.

Laser Printers Plus, Inc.
11226 Georgia Avenue
Silver Spring, MD 20902
(301) 589-7300
Fax (301) 933-9011
Computer & machine parts; computer cartridges.

Mid-Atlantic Waste Systems
10641 Cordova Road
Easton, MD 21601
(410) 820-7188 or
(800) 338-7274
Specializes in compactors.

Moore Wallace
1050 Hull Street, Suite 110
Baltimore, MD 21230
(410) 347-1550
Fax (410) 347-1558
Recycled printing papers.

Office Furniture Maintenance Corp.
8325 Old Marlboro Pike
Upper Marlboro, MD 20772-2616
(301) 855-6888
Fax (301) 763-0699

Office Paper Systems, Inc.
7650 Airpark Road
Gaithersburg, MD 20879
(301) 948-6301
Fax (301) 948-6302
www.opsus.com
Recycled printing papers; recycling containers.

RIS Paper
9101 E. Hampton Drive
Capitol Heights, MD 20743
(301) 336-8833
Fax (301) 499-1214
www.rispaper.com
Recycled printing papers.

S. Freedman & Sons
3322 Pennsy Drive
Landover, MD 20785
(301) 322-5000
Fax (301) 773-8429
Recycled paper; plastic containers; janitorial/cleaning equipment.

Strouber Materials
7811 Penn Western Court
Upper Marlboro, MD 20772
(301) 967-9100
Fax (301) 967-3004
Ceiling tile.

RECYCLED PRODUCTS GUIDE (continued)

The Great Outdoors
7828 Millers Corner
Elkridge, MD 21075
(410) 379-0767
Fax (410) 379-6840
Sells rubber surfacing from re-used tires.

The Loading Dock
2523 Gwynns Falls Parkway
Baltimore, MD 21216
(410) 728-3625
Fax (410) 728-3633
www.loadingdock.org
Re-used building materials.

Unisource
8261 Preston Court
Jessup, MD 20794
(301) 470-4063 or
(800) 344-5522
Fax (410) 792-8059
Recycled papers.

Victor Stanley, Inc.
2103 Brick House Road
Dunkirk, MD 20754
(301) 855-8300 or
Fax (410) 257-7579
Plastics & other containers for outdoor use.

Frank Parson/White-Rose Paper Co.
4665 Hollins Ferry Road
Baltimore, MD 21227
(410) 247-1900
Fax (410) 525-9378
Remanufactured toner cartridges; recycled paper products.

RECYCLED PRODUCT SUPPLIERS

This SORRT Resource List identifies companies that sell recycled paper, paper products, and other products that contain recycled material. Montgomery County has compiled this listing through various sources and does not present it as a complete directory of all vendors that service Montgomery County, nor offer it as an endorsement of any of the companies. **This list is current as of May 2004.**

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

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

For additional information on purchasing recycled products, see the Montgomery County Business Recycling Handbook, Section 6: Close the Loop! Buy Recycled, or contact the Montgomery County Business Recycling Program at (240) 777-6400.

RECYCLED PRODUCT SUPPLIERS

Codes: 1) Office paper, 2) Office supplies, 3) Custodial papers, 4) Cardboard boxes

RECYCLED PAPER PRODUCTS

ABC Box Co.
1135 Leadenhall Street
Baltimore, MD 21230
(410) 752-4635
Fax (410) 752-2697
Code: 4

Blind Industries and Services of Maryland
2901 Strickland Street
Baltimore, MD 21223-2796
(410) 233-4567
(888) 322-4567
Fax (410) 233-0544
www.bism.org
www.supereaglesupply.com
Code: 1 (recycled paper pads), 2

Boise Cascade Office Products
6745 Business Park Way
Elkridge, MD 21075-6340
(410) 579-5200 or
(800) 282-6473
Fax (800) 572-6473
Codes: 1–4

CANUSA Corp.
1616 Shakespeare Street
Baltimore, MD 21231
(410) 522-0110
Code: 1 (paper broker)

Corporate Express
7021 Dorsey Road
Hanover, MD 21076
(410) 799-7700 or
(800) 270-9689
www.cexp.com
Codes: 1, 2

Diamond Paper Co.
21955 Cascades Parkway
Sterling, VA 20166
(703) 450-0000
Fax (703) 450-0001
Codes: 1–4

Frank Parson Paper, Inc.
2270 Beaver Road
Landover, MD 20785
(301) 386-4700
Fax (301) 773-8062
Codes: 1, 2

Office Paper Systems, Inc.
7650 Airpark Road
Gaithersburg, MD 20879
(301) 948-6301
Fax (301) 948-6302
www.opsus.com
Codes: 1, 2

Paper Plus
14803 Southlawn Lane, Bldg. A
Rockville, MD 20850
(301) 424-4990
Fax (301) 279-7324
Codes: 1-4

RIS Paper
9101 E. Hampton Drive
Capitol Heights, MD 20743
(301) 336-8833
Fax (301) 499-1214
www.rispaper.com
Codes: 1

Unisource
8261 Preston Court
Jessup, MD 20794
(301) 470-4063 or
(800) 344-5522
Fax (410) 792-8059
Codes: 1–3

OTHER RECYCLED PRODUCTS

ANTIFREEZE

Multi-Parts and Services Inc.
5647 Belle Grove Road
Baltimore, MD 21225
(800) 879-6858
Fax (410) 636-2221
Antifreeze recycling equipment.

BUILDING MATERIALS

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

PLASTIC LUMBER

Fisher Lumber
525 E. Gude Drive
Rockville, MD 20850
(301) 424-6500
Fax (301) 424-8864
Distributes decking material (Trex®).

Sheets Wholesale
430 Mill Street
Vienna, VA 22180
(703) 938-9110
Fax (703) 938-2673
Specializes in Trex® decking.

T.W. Perry Enterprises
8131 Snouffer School Road
Gaithersburg, MD 20879
(301) 840-9600
Fax (301) 840-0076
Specializes in Trex® decking.

DOCUMENT DESTRUCTION/ RECYCLING SERVICES

Environmental Recycling, Inc.
621 S. Pickett Street
Alexandria, VA 22304
(703) 370-3325
Fax (703) 370-3999
www.eri1.com
Shreds documents and sells shreds to paper manufacturers. Provides a certificate of destruction and an Environmental Impact Statement detailing the natural resources to be saved by the use of the paper shreds.

Office Paper Systems, Inc.
7650 Airpark Road
Gaithersburg, MD 20879
(301) 948-6301
Fax (301) 948-6302
www.opsus.com
Shreds documents and sells shreds to paper manufacturers. Provides a certificate of destruction and an Environmental Impact Statement detailing the natural resources to be saved by the re-use of the paper shreds.

Shred-It
850 Gude Drive, Suite G
Rockville, MD 20850
(301) 315-0070 or (800) 697-4733
Fax (301) 315-9119
Shreds documents and sells shreds to paper companies for manufacture of recycled paper products. Provides a certificate of destruction and a statement of how many trees will be saved by the use of the recycled paper.

RECYCLING CONTAINERS AND CAPACITY ESTIMATES

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

Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height in feet)	RECYCLABLE MATERIAL CAPACITY (In Pounds) These are estimates and are subject to change							
			Office Paper (Loose)	Newspaper (Loose)	Cardboard (Loose)	Aluminum (Whole cans)	Glass (Whole bottles/jars)	Steel (Whole cans)	Plastic (Whole bottles)	Commingled Containers
A. 32-Gallon Trash Can	0.18	1.5/1.5/3	75	72		13	99	27	5	29
B. 90-Gallon Cart	0.5	2.5/2.5/4	225	175		37	275	75	15	80
C. Wheeled Hamper/Container	1.5	2.5/4/3	325	600						
D. Recycling Group Containers	Varies	1.5/1.5/4 Largest	60	48		18	90	32	8	N/A
E. Dumpster (2 yds)	2	3/4/4	500	800	150	148	1,100	300	60	320
F. Dumpster (4 yds)	4	4/4/5	1,000	1,600	300	296	2,200	600	120	640
G. Dumpster (6 yds)	6	4/5/6		2,400	450	444				960
H. Roll-off container	10	6/22/4		4,000	750					
I. Roll-off container	20	6/22/5		8,000	1,500					
J. Roll-off container	30	6/22/6		12,000	2,250					

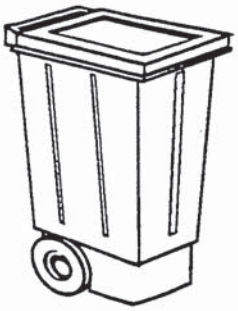
Shaded areas indicate this size container is not normally used for this material.

Montgomery County SORRT Program

101 Monroe Street ▪ 6th floor ▪ Rockville, MD ▪ 20850 ▪ (240) 777-6400 ▪ www.montgomerycountymd.gov/recycling

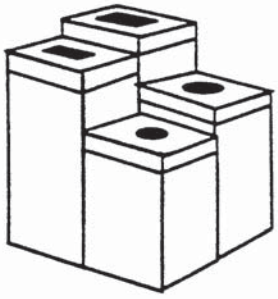
Some Typical Recycling Containers

A. 32-Gallon Trash Can



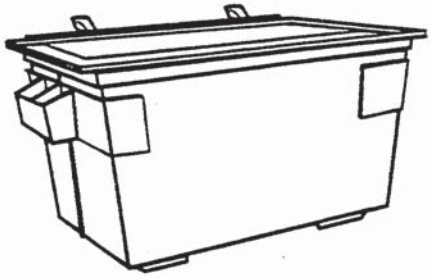
B. 90-Gallon Cart

C. Wheeled Hamper/Container

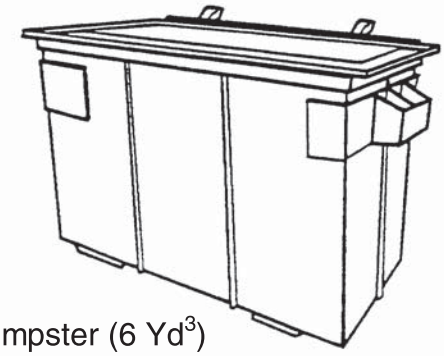


D. Recycling Group Containers

E. Dumpster (2 Yd^3)



F. Dumpster (4 Yd^3)



G. Dumpster (6 Yd^3)

H-J. Roll-off Container

RECYCLING COST FACTORS

A variety of factors influence the cost of setting up a new recycling program for a business. Start-up costs may include the actual expense of purchasing or leasing additional containers and/or dumpsters for storing recyclable materials, and the cost of handling and transporting recyclable materials to an off-site processing facility by the hauler or collector.

While there may be new costs realized in establishing a recycling program, a well-planned program with active employee participation can actually provide appreciable cost savings in the long run, especially when education and waste reduction becomes an integral part of the recycling effort.

It is important to realize that all of the recyclable materials are being pulled out of the existing waste (trash) stream. Thus, the volume and tonnage of the waste for disposal decreases proportionately, which, in turn, should reduce the current cost of trash disposal (handling and transportation costs, including landfill 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 placing materials in a landfill) should also decrease.

A business making a serious commitment to recycling is taking valuable, recyclable materials out of the dead-end waste stream, and giving them new life as valuable raw materials to re-manufacture into new products. This practice is important for the sustainable health of the overall business community and economy. Moreover, depending on the types of material being recycled, the market conditions and demand for those materials, and the volume of materials being recycled, there may be valuable rebates available to the business. These rebates may further reduce the overall cost of both recycling and trash disposal.

As you negotiate service contracts for recycling and trash hauling or collection services, carefully review the full range of cost options, as well as the potential to reduce the size and/or number of trash containers, as you bring in recycling containers. Be sure to explore rebate potentials for various materials and develop a mechanism for crediting those rebates to invoices for your recycling service.

Recycling can be cost effective if a program is carefully planned and coordinated with staff and employees, and if your contracts reflect your waste reduction and recycling efforts. The Business Recycling Program of Montgomery County's Division of Solid Waste Services can provide you with additional information and assistance for developing an efficient program with achievable goals. Call SORRT at (240) 777-6400 for further help.