


# Filing your Annual Business Recycling and Waste Reduction Report Online

January 18, 2023


Contact DEP | County Home

Home
Drop-off Hours & Events
Holidays
Recycling, Trash & Yard Trim
Request...
Facilities

**OPERATING STATUS:**  
 Recycling/trash collection - normal schedule. Transfer Station recycling/trash drop-offs - normal hours. **Be in the know** - Sign up for service updates and reminders.

**ALERT:** Household Hazardous Waste (HHW) drop-off at the Shady Grove Transfer Station - All materials, including batteries and fluorescent tubes, must be placed on the table for site personnel to handle and process. View our household hazardous waste guide for more information.

**COVID-19 Updates:** Visit DEP Programs and Services Updates for the latest information.

## Annual Recycling Report for Businesses and Properties

- [Apartment/Condominium Recycling Program \(TRRAC\)](#)  
Ruth Carbonell, 240-777-6486
- [Non-Residential Recycling Program \(SORRT\)](#)  
Sarah Mueller, 240-777-6421

If your business or property type is a	Your filing deadline is
Multi-family property (seven or more dwelling units) owner, manager, or common ownership association	February 1, 2020
Large business (250+ employees)	
Medium business (100-249 employees)	March 1, 2020
Small business (fewer than 100 employees) that received a written request from <a href="#">RRM</a>	
Commercial property owner or manager of multi-tenant facilities	

**Filing Your Annual Business Recycling and Waste Reduction Report On-line Tutorial**

### Sign in

My email address is

My password is

- [Send me my password](#)
- [Create an account](#) - I'm a new filer
- [Contact us for report assistance](#)
- [Download User Guide \(PDF\)](#)

#### Multi-Family Property Filing Tools

- [TRRAC Recycling/Trash Weight Calculator \(Excel\)](#)
- [TRRAC Recycling Container Weight Estimates \(PDF\)](#)
- [TRRAC Download Annual Report Form \(PDF\)](#)



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 MONTGOMERY COUNTY • MARYLAND

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

- Details the types and amounts of materials recycled and the amount of waste disposed during the previous calendar year as well as educational and waste reduction efforts.
- Submitted annually by certain businesses to the Montgomery County Recycling and Resource Management Division.
- Data submitted by businesses helps the County determine their recycling rates and assess recycling efforts and opportunities for assistance.



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# Who Needs to File

## Deadlines

If your business or property is a:	Your filing deadline is:
Large business (250+ employees)	February 1
Medium business (100-249 employees)  Small business (fewer than 100 employees) that received a written request from RRMD  Commercial property owner or manager of multi-tenant facilities	March 1

# Mandatory Recyclable Materials

- **Mixed paper**

- White and colored paper
- Newspapers, magazines and catalogs
- Telephone directories and books
- Cardboard and boxboard
- Shredded paper

- **Commingled materials**

- Plastic bottles and containers
- Glass bottles and jars
- Bi-metal cans, aluminum cans and foil products

- **Scrap metal**

- **Yard trim and Christmas trees**

# Voluntary Recyclables

Businesses may report on additional recycling efforts including:

- **Carpet and carpet padding**
- **CFL light bulbs and tubes**
- **Cooking oil**
- **Electronic items**
- **Food scraps for composting**
- **Textiles**
- **Toner cartridges**
- **Plastic wrap and bags**
- **Wood pallets**
- **And more....**

# What you need to know before you start...

- Types of materials your business/organization is recycling.
- Names and addresses of the collectors transporting your recyclable materials and refuse.
- Size and number of central collection containers for each recyclable material and refuse.
- Collection frequency.
- Quantity of material collected in the previous calendar year.

# Where do you get this information...

- Contact your collector (*Don't wait until the last minute to call!*)
  - \* *You must obtain actual weights for compactors*
- Estimate the amounts by using our estimates and tools by visiting:

<https://www.montgomerycountymd.gov/SWS/Resources/Files/arr/sorrt-calculator.xls>

# Recycling Capacity Estimates

## Recycling Capacity Estimates Montgomery County Commercial Recycling Program

Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height In Feet)	RECYCLABLE MATERIAL CAPACITY (In Pounds) These are estimates and are subject to change								
			Office Paper (Loose)	Newspaper (Loose)	Cardboard (Loose)	Mixed Paper	Aluminum (Whole Cans)	Glass (Whole bottles/jars)	Steel/Tin (Whole Cans)	Plastic Bottles	Commingled Materials
90 - 96 Gallon Cart Without Separate Cardboard Collection	0.5	2.5/2.5/4.0	98	89		62	54	82	78	49	60
90 - 96 Gallon Cart With Separate Cardboard Collection	0.5	2.5/2.5/4.0			93						
Dumpster (2 yard)	2	3/4/4	261	97	73	127	131	472	280	144	253
Dumpster (4 yard)	4	4/4/5	521	194	146	254	263	943	561	288	506
Dumpster (6 yard)	6	4/5/6	782	291	219	381	394	1,415	841	432	760
Dumpster (8 yard)	8	6/6/6	1,042	389	292	508	526	1,887	1,122	576	1,013
Roll-off Container	10	6/22/4	1,303	486	365	635	657	2,359	1,402	721	1,266
Roll-off Container	20	6/22/5	2,606	972	731	1,269	1,314	4,717	2,804	1,441	2,532
Roll-off Container	30	6/22/6	3,909	1,457	1,096	1,904	1,972	7,076	4,206	2,162	3,798

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



# Material Weight Calculator



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Clear Form

**Please note the following instructions:**

1. Click "**Enable Content**" if prompted by Excel, otherwise this form will not function.
2. Please fill out all relevant fields to best calculate recycling weights.
3. Limit entries to one (1) business site per form for best results.
4. One form can accommodate a maximum of five (5) different container types per business.
5. **Refrain from including "On-Call" waste streams**--please obtain this data direct from collectors/haulers.
6. If you have any questions about how to fill out the form, please review the provided instructions.

## Annual Recycling Report Completion Tool

What year is this report being filed for? 2020

### Filer Details

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

Business Name

Mailing Address and Zip Code 20853

Phone Number

Contact Person and Title

Contact Person Email

If Government Agency, select which:

Total number of employees covered by this report:

Total square feet of building space covered by this report:

Total acreage of green area (landscaped and grassy area) covered by this report:

### COVID-19 Information

Was your business closed at any point due to the COVID-19 pandemic? Yes

For how many weeks were you closed? 12

### Required Recycling Information

Does your business have Dual Stream or Single Stream recycling? Single Stream

# Examples of collection containers



**Toters**  
(35, 64, 90 gallons)



**Compactor**  
(20, 30, 34 yd³)



**Roll-off**  
(20, 30, 34 yd³)

# Other methods of collection



Baler



Lamp box



Lamp crusher



Security container for confidential paper



# Accessing the Website

[www2.montgomerycountymd.gov/DEPARR/](http://www2.montgomerycountymd.gov/DEPARR/)

Contact DEP | County Home

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Home Drop-off Hours & Events Holidays Recycling, Trash & Yard Trim Request... Facilities

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[Filing Your Annual Business Recycling and Waste Reduction Report On-line Tutorial](#)

**Sign in**

My email address is

My password is

→ [Send me my password](#)

→ [Create an account](#) - I'm a new filer

→ [Contact us for report assistance](#)

→ [Download User Guide \(PDF\)](#)

**Multi-Family Property Filing Tools**

→ [TRRAC Recycling/Trash Weight Calculator \(Excel\)](#)

→ [TRRAC Recycling Container Weight Estimates \(PDF\)](#)

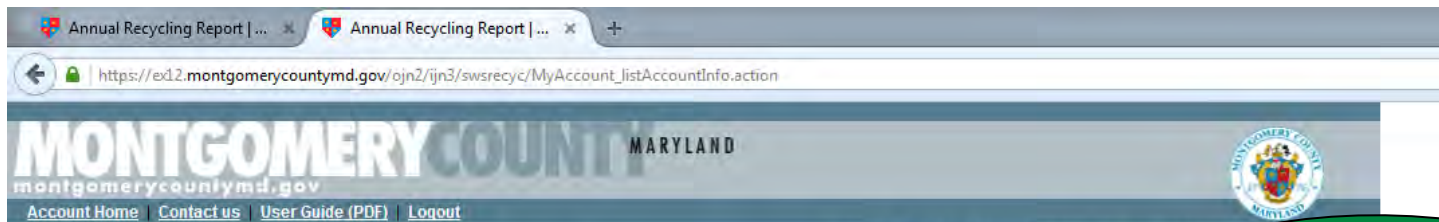
→ [TRRAC Download Annual Report Form \(PDF\)](#)

## Options

- Create an account
- Log on
- Request a new password



# Online Filing



## Annual Recycling Report Dashboard MoCo DSWS

### Business/Property Report Groups

[Add a new business/property report group](#)

Business/Property Report Groups	Report status	Delete
<a href="#">Ocean Imports</a>	<a href="#">Start 2015 Report</a>	<a href="#">Delete</a>
<a href="#">Test AAA123 Angie Report Test</a>	<a href="#">Start 2015 Report</a>	<a href="#">Delete</a>

### Account Tools

- [Edit your account information](#)
- [Change your password](#)

### Report Archive

#### Ocean Imports

Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
<a href="#">View 2012 Report</a>	72.31	72.31
<a href="#">View 2011 Report</a>	47.8	47.8

#### Test AAA123 Angie Report Test

Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
<a href="#">View 2011 Report</a>	94.29	94.29
<a href="#">View 2009 Report</a>	42.86	42.86

Track recycling progress and view previous year reports

Keep track of multiple properties on one screen

# Select Mandatory Recyclable Materials

**MONTGOMERY COUNTY** MARYLAND  
montgomerycountymd.gov

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

## Required Recyclable Materials collected by the businesses/properties in this Report

**Paper**

- Corrugated cardboard collected separately
- Mixed paper**  
(includes corrugated cardboard, newspaper, white office paper, and all other paper collected together)
- Newspaper collected separately
- Shredded paper collected separately
- White office paper collected separately

**Commingled Materials**

- Aluminum cans
- Commingled materials**  
(includes aluminum cans, glass bottles and jars, plastic bottles and containers, and steel/tin cans collected together)
- Glass bottles and jars collected separately
- Plastic bottles and containers collected separately
- Steel / tin cans collected separately

**Other materials**

- Christmas trees
- Scrap metal**  
(includes appliances)
- Yard trim

# Select Voluntary Recyclable Materials

## Voluntary Recyclable Materials collected by the businesses/properties in this Report

Is your voluntary recyclable material missing from our list?

[Please contact us](#) for help in reporting a voluntary material you recycled that is missing from this list.

Proceed

- Antifreeze
- Batteries (alkaline)
- Batteries (lead-acid / rechargeable)
- Batteries (mixed types)
- Books / Catalogs / Magazines - unsold and returned to manufacturer / distributor
- Building materials (roofing shingles / sawdust / etc.)
- Carpet / Carpet padding
- Ceiling tile
- Cell phones
- Clothing / Textiles - not for donation or reuse
- Clothing / Textiles - for donation only
- Construction / Demolition debris (drywall / bricks / concrete / asphalt / etc.)
- Crayons
- Dirt (clean / fill / pond / etc.)
- Drink pouches / Cookie wrappers
- Electronic waste (computers / printers / monitors / cords / disks / CDs / DVDs / etc.)
- Food waste for composting - not including yard trim
- Food waste for donation only - not including yard trim
- Lights (fluorescent tubes / bulbs / ballasts / LED lights)
- Lights (holiday)

# Enter Data per Material Type

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Welcome: Angie Braun | Last Login: JAN 06 2010 04:21 PM

Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

### Mixed paper Amount collected in 2009

**Required Recycled Materials**

- [Commingled materials](#)
- [Mixed paper](#)
- [Scrap metal](#)
- [Yard trim](#)

**Voluntary Recycled Materials**

- [Cell phones](#)
- [Textiles](#)
- [Toner/Ink cartridges](#)

[Edit List](#)

**Add a Container Type**

*Fields marked \* are required if applicable.*

**Central Collection container type \***  
6-cubic yard dumpster

**Number of Containers of this type \***

**Number of pickups per**  **[-Select One-]**

**Quantity collected in 2009**  
 **[-Select One-]**

Green check =  
section complete

Drop-down menus  
and lists make filing  
your annual report  
easy



# Select your Hauler/Collector

Welcome: Gabriela Reynolds | Last Login: NOV 29 10:00 AM

Recycling | Trash | Waste Reduction | Education | Report Details | Preview | Submit

## Mixed paper Amount collected in 2010

[Edit Required Recyclable Materials List](#)

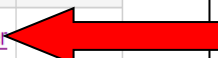
[Edit Voluntary Recyclable Materials List](#)

### Required Recyclable Materials

- [Mixed paper](#)
- [Commingled materials](#)
- [Christmas trees](#)
- [Scrap metal](#)
- [Yard trim](#)

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
<a href="#">6-cubic yard dumpster</a>	1	1 per week	19797 pounds	<a href="#">Add Hauler</a>	

[+ Add a Container](#)



# Select your Hauler/Collector

[Account Home](#) | [Contact us](#) | [User Guide \(PDF\)](#) | [Logout](#)

Welcome

## Add or change hauler/collector

**Who transports your 6-cubic yard dumpster for Mixed paper?**

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

# Select your Hauler/Collector

ontgomerycountymd.gov  
Account Home | Contact us | User Guide (PDF) | Logout

Welcome: Gabriela Reynolds

## Add or change hauler/collector

Who transports your 6-cubic yard dumpster for Mixed paper?

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

Our Hauler/Collector for Mixed paper is

Don't see your hauler/collector listed?

- Waste Management
- waste management
- Southlawn Waste Management Inc.
- Medical Waste Systems
- Wasteless Environmental Services, Inc.
- Allied Waste of Hagerstown
- Waste Management Inc.
- All Star Waste and Recycling, LLC
- All Waste Services

# Select your Hauler/Collector

Recycling   Trash   Waste Reduction   Education   Report Details   Preview   Submit

## Mixed paper Amount collected in 2010

[Edit Required Recyclable Materials List](#)  
[Edit Voluntary Recyclable Materials List](#)

**Required Recyclable Materials**

- [Mixed paper](#)
  - [Commingled materials](#)
  - [Christmas trees](#)
  - [Scrap metal](#)
  - [Yard trim](#)

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
<a href="#">6-cubic yard dumpster</a>	1	1 per week	19797 pounds	<a href="#">Waste Management</a>	<a href="#">Delete</a>
<a href="#">90- or 96-gallon wheeled cart</a>	1	1 per week	3117 pounds	<a href="#">Office Paper Systems, Inc.</a>	<a href="#">Delete</a>

[+ Add a Container](#)

**You can add different haulers per material!**

# Waste Reduction and Education

**Edit Report for: Test AAA123 Angle Report Test**

Recycling Trash **Waste Reduction** Education Report Details Preview

*Fields marked \* are required.*

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

We recently bought reusable mugs for all employees and stopped purchasing disposable cups, this has saved the company \$120.00 per month.

We have also set our copiers to "double sided" copying and encourage employees to keep electronic files. We have reduced in half the amount of office paper we purchase every month.

Upload document

Browse...

Save

**Follow the tabs across the top to complete the report**

**You can upload existing plans or flyers instead of retyping your accomplishments**

# Report Details

Recycling	Trash	Waste Reduction	Education	<b>Report Details</b>	Preview	Submit
-----------	-------	-----------------	-----------	-----------------------	---------	--------

Please confirm that the values on this page are correct, and then click "Save."

We automatically calculated these values based on the information you have provided about the businesses/properties covered by this Report. You may need to adjust these values to reflect the correct totals.

*Fields marked \* are required.*

**Number of employees covered by this Report \***


**Amount of building space covered by this Report**

square feet

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

acres

# Review Your Report



2008 Annual Recycling and Waste Reduction Report  
U. S. Nuclear Regulatory Commission

**Report Filer**  
U. S. Nuclear Regulatory Commission  
11555 Rockville PIKE  
Rockville MD 20852  
Gregory Nesmith  
Program Asst. Adm. Services Ctr  
301-415-0635 ext  
gxn@nrc.gov

**Report statistics**  
**Signed by:** Timothy F. Hagan  
**Report Submitted:** 01/30/2009  
**Report Approved on:** 09/10/2009

**This Report covers:**

Employees	2590
Building space	666000 square feet
Green area	1.5 acres

**Required Recyclables**

**Commingled materials:**  
15696 pounds

Hauler/Collector	Source	Container type	# of containers	Pickup frequency	Quantity
Georgetown Paper Stock of Rockville 14820 Southlawn LA Rockville MD 20850	Approved	Wheeled hamper/container	15	9 per month	15696 pounds

**Initial-Edit**  
Hauler/Collector

**Corrugated Cardboard:**  
250294 pounds

You can view copies of your current or past submitted reports any time you need to

# Submit Your Annual Report

Fields marked \* are required.

✓ Recycling   ✓ Trash   ✓ Waste Reduction   ✓ Education   ✓ Report Details   Preview   **Submit**

### Sign and Submit Report

I have completed my Report \*

I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with applicable [Executive Regulation 15.04AM](#), which requires recycling and reporting by my business, and confirm that the above information is accurate. \*

Name of Responsible Corporate Officer \*

Title of Responsible Corporate Officer \*

NOTE: Want to print or save a copy for your records? We will give you a link to your signed r

- E-mail confirming report was submitted
- E-mail after field verification process when your report is approved providing your recycling rate



# Environmental Footprint Calculator

The screenshot shows the 'Environmental Footprint Calculator' interface. At the top, there are three tabs: 'Residents' (selected), 'Multi-family', and 'Businesses'. Below the tabs, the text reads: 'How much of an impact do you make when you recycle? Enter how much material you recycle each year:'. There are four input fields, each with a question mark icon and a corresponding image below it: 'Mixed Paper' (with a pile of paper), 'Commingled Materials' (with a pile of plastic and metal), 'Scrap Metal' (with a pile of metal), and 'Electronics' (with a pile of electronic devices). Each input field is labeled '# of pounds'. Below these fields, the text says: 'By recycling the amount of materials above, you would help save the following each year:'. A blue 'CALCULATE' button is centered below this text. Below the button are four icons representing environmental metrics: a tree for 'NUMBER OF TREES', an oil rig for 'GALLONS OF OIL', a lightbulb for 'HOURS OF ELECTRICITY', and a water drop for 'GALLONS OF WATER'. At the bottom, there is a printer icon and the text: 'PRINT: But only if you have to. You can also share your recycling savings information by e-mailing a screenshot of the calculator above!'.

<http://www.montgomerycountymd.gov/sws/footprint/>

# Questions?

Contact: Sarah Mueller

Business Recycling – SORRT Program Manager

[Sarah.Mueller@MontgomeryCountyMD.gov](mailto:Sarah.Mueller@MontgomeryCountyMD.gov)

301-370-2257



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