

Filing your Annual Multi-Family Recycling and Waste Reduction Report On-Line

December 7, 2022



TRRAC 
Think Reduce and Recycle at Apartments and Condominiums



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

Montgomery County Executive Regulation 1-15

Annual Recycling Report due every **February 1**



- Property and contact information
 - Volumes and weights of all materials collected for recycling and solid waste for disposal
 - Description of efforts to educate residents and staff
 - Description of waste reduction activities
 - Signature of responsible party
- Each report section is **mandatory**

Mandatory Recyclable Materials

Mixed paper

- White and colored paper
- Newspapers, inserts, magazines, and catalogs
- Telephone directories, paperback and hardcover books
- Cardboard and boxboard
- Shredded paper
- Coated-paper items (i.e, milk cartons, juice/drink boxes)

Commingled materials

- Plastic bottles, containers, jars, tubs, lids/caps, etc.
- Glass bottles and jars
- Bi-metal steel/tin cans
- Aluminum cans and foil products

Scrap metal: Include small and large items.

Yard trim (grass clippings, leaves and brush)

Christmas trees

Voluntary Recyclable Materials

Multi-family properties may also report on additional recycling efforts, such as:

- Carpet and carpet padding
- Compact fluorescent light (CFL) bulbs and tubes
- Electronic items (computers, televisions, radios, etc.)
- Batteries
- Textiles
- Toner, printer, and fax cartridges
- Plastic wrap and bags
- Food scraps



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Information to Gather Before You File...



Collection service
contracts, invoices, and/or
self-hauling tracking sheets



List of materials your
property is recycling



Names of your recycling
and trash collector(s) and
landscape service provider



Information about central
collection containers for
recycling and refuse (i.e.,
sizes, number of
containers, etc.)



Collection frequency



Quantity of material
collected in the previous
calendar year



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Where Do You Get Your Recycling and Refuse Information?

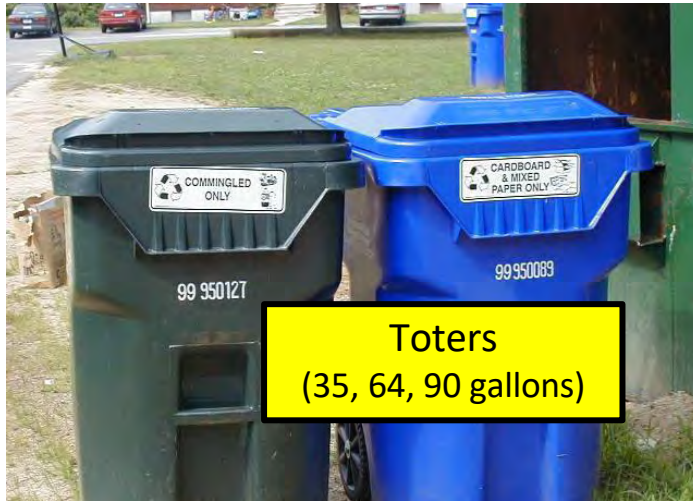
Contact each of your haulers/collectors and contractors

- *Don't wait until the last minute to call!*

Estimate the amounts by using our Multi-Family Property Filing Tools

- [Recycling/Trash Weight Calculator](#)

Examples of Common On-site Collection Containers



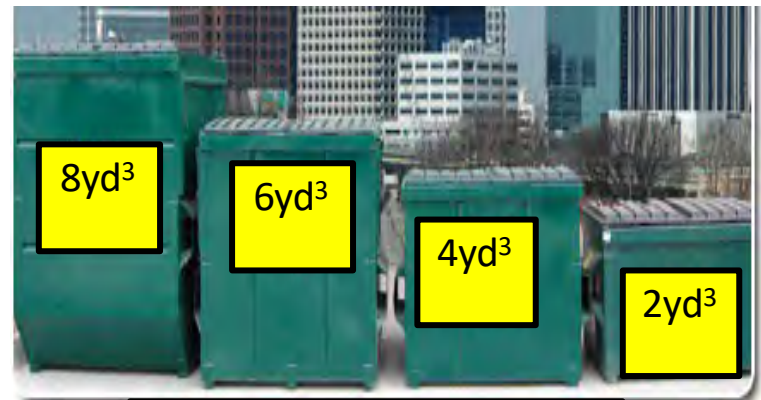
Toters
(35, 64, 90 gallons)



Roll-off
(10, 20, 30, 34 yd³)



Compactor
(10, 20, 30, 34 yd³)



Dumpsters

8yd³

6yd³

4yd³

2yd³

Montgomery County Multi-Family Recycling/Trash Weight Estimate Calculator

Montgomery County Multi-Family Recycling/Trash Weight Estimate Calculator

Recycling Weight Estimate For Dual Stream Recycling Programs			
Container Size	*Enter* Number Of Containers	*Enter* Number of Pickups per Week	Total Yearly Pounds
20 gallon Mixed Paper			0
20 gallon Commingled			0
32 gallon Mixed Paper			0
32 gallon Commingled			0
40 gallon Mixed Paper			0
40 gallon Commingled			0
50-55 gallon Mixed Paper			0
50-55 gallon Commingled			0
60-64 gallon Mixed Paper			0
60-64 gallon Commingled			0
90-96 gallon Mixed Paper			0
90-96 gallon Commingled			0
2yd Mixed Paper			0
2yd Cardboard			0
2yd Commingled			0
3yd Mixed Paper			0
3yd Commingled			0

Recycling Weight Estimate For Single Stream Recycling Programs					
Container Size	*Enter* Number of Containers	*Enter* Number of Pickups per Week	Total Yearly Pounds Mixed Paper	Total Yearly Pounds Commingled Materials	Total Yearly Pounds Contamination
20 gallon Single-Stream			0	0	0
32 gallon Single-Stream			0	0	0
40 gallon Single-Stream			0	0	0
50-55 gallon Single-Stream			0	0	0
60-64 gallon Single-Stream			0	0	0
90-96 gallon Single-Stream			0	0	0
2yd Single-Stream			0	0	0
3yd Single-Stream			0	0	0
4yd Single-Stream			0	0	0
6yd Single-Stream			0	0	0
8yd Single-Stream			0	0	0

Trash Weight Estimate Calculator			
Container Size	*Enter* Number Of Containers	*Enter* Number of Pickups per Week	Total Yearly Pounds
32 gallon Trash			0
50-55 gallon Trash			0
60-64 gallon Trash			0
90-96 gallon Trash			0
2yd Dumpster Trash			0
3yd Dumpster Trash			0
4yd Dumpster Trash			0
6yd Dumpster Trash			0
8yd Dumpster Trash			0

*Note: For instructions on how to report single stream recycling on the Annual Recycling Report see the instruction tab below


 **Find instructions for reporting single stream calculations**


Now You're Ready to File Your Recycling Report On-Line

[Link to Access Online Reporting System](#)

Annual Multi-Family Recycling and Waste Reduction Report

Filing Tools

Recycling/Trash Weight Calculator  (Excel, 2.1 mb)

Recycling Container Weight Estimates  (PDF, 54 kb)

File your Report



- **Online** - access your filing account
- **By mail or fax** - download Annual Report form (PDF, 174KB)
 - Mail completed forms to
TRRAC Program
2425 Reddie Drive, 4th Floor
Wheaton, MD 20902
 - Fax completed forms to 240-777-6465

Your property must submit an Annual Recycling Report every year by **February 1**, in accordance with Montgomery County Executive Regulation 1-15: Residential and Commercial Recycling.

You'll receive a notification approximately 2 months before the due date. If you don't receive a notification, contact Ruth Carbonell at Ruth.Carbonell@MontgomeryCountyMD.gov or 240-777-6486.

View our presentation on how to complete and file your report.



Multi-Family Recycling home

- Attend our Multi-family Recycling Webinars
- Attend our webinar for filing Annual Recycling Reports
- File your Annual Recycling Report
- Order recycling bins for your property
- What you must recycle
- Property Manager's Guide to Recycling
- Services for property managers
- Read our newsletter
- Tips to reduce waste at your apartment or condominium community

Sign in or Create An Account



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Contact DEP | County Home

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

Reduce, Reuse, and Recycle Right

OPERATING STATUS:

Recycling/trash collection - normal schedule. Transfer Station recycling/trash drop-offs - open normal hours. Sign up for service updates and reminders.

Annual Recycling Report for Businesses and Properties

→ [Apartment/Condominium Recycling Program \(TRAC\)](#)
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, 2021
Large business (250+ employees)	
Medium business (100-249 employees)	March 1, 2021
Small business (fewer than 100 employees) that received a written request from RRM	
Commercial property owner or manager of multi-tenant facilities	

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

Voluntary Recyclable Materials

- To receive credit for your businesses' recycling-voluntary materials, you must provide the name of the collector and the facility where the materials are transported.
- If a recyclable item is not listed on the criteria, your business can contact Montgomery County to request this recyclable material be added.

Watch on YouTube

Sign in

My email address is

My password is

[Sign me in](#)

- [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

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

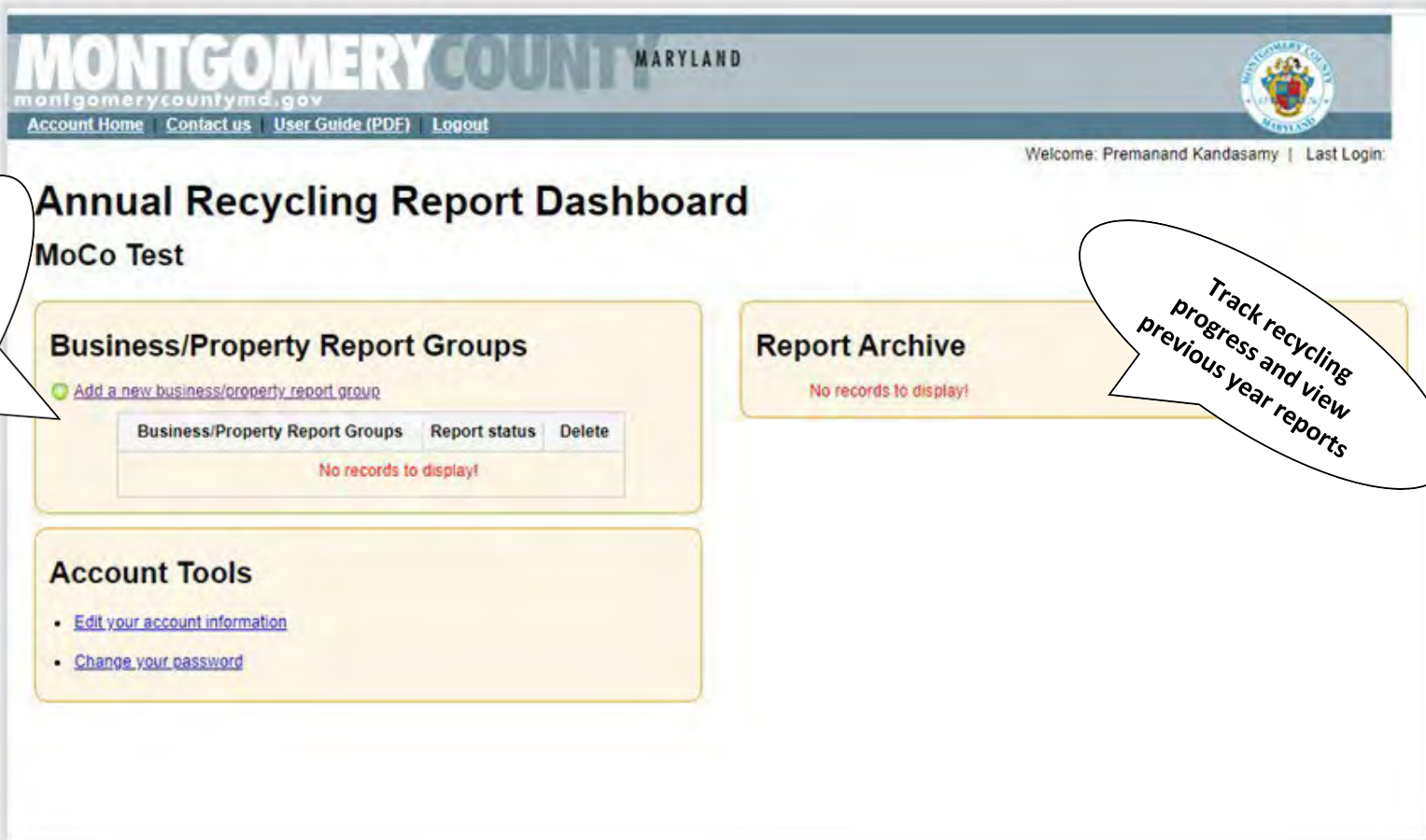
Non-Residential Property Filing Tools

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



File Online Every Year

Establish an online recycling history for your property(ies)



The screenshot shows the 'Annual Recycling Report Dashboard' for Montgomery County, Maryland. The page header includes the county name, website URL (montgomerycountymd.gov), and navigation links (Account Home, Contact us, User Guide (PDF), Logout). A welcome message for 'Premanand Kandasamy' is displayed. The dashboard is titled 'MoCo Test' and features three main sections: 'Business/Property Report Groups', 'Report Archive', and 'Account Tools'. The 'Business/Property Report Groups' section has a link to 'Add a new business/property report group' and a table with columns for 'Business/Property Report Groups', 'Report status', and 'Delete', currently showing 'No records to display'. The 'Report Archive' section shows 'No records to display!'. The 'Account Tools' section includes links for 'Edit your account information' and 'Change your password'.

Keep track of multiple properties on one screen

Track recycling progress and view previous year reports

Enter Information Per Material

Edit Report for: **ACME Condominium**

Recycling Trash Waste Reduction Education Report Details Preview Submit

Mixed Paper Amount collected in 2022

-  Edit Required Recyclable Materials List
-  Edit Voluntary Recyclable Materials List

Required Recyclable Materials

Mixed paper

Add a Container Type

*Fields marked * are required.*

Central Collection container type *

2-cubic yard dumpster

Number of Containers of this type *

1

Number of pickups per *

1

Quantity collected in 2021

23244 pounds

1 ton = 2000 pounds

Enter Hauler/Collector Information

Edit Report for: **ACME Condominium**

Click the "Add Hauler" link to tell us which hauler/collector collects this material from each of your containers.

Recycling

✓ Trash

✓ Waste Reduction


✓ Education

✓ Report Details

Preview

Submit


Mixed Paper Amount collected in 2022


 Edit Required Recyclable Materials List

 Edit Voluntary Recyclable Materials List

Required Recyclable Materials

Mixed paper

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
2-cubic yard dumpster	1	1 per week	23244 pounds	Add Hauler	 Delete

 [Add a Container](#)



Select Your Hauler/Collector



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montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Add or change hauler/collector

What hauler/collector collects the Mixed paper from your 2-cubic yard dumpster?

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

Save Cancel



Choose Your Hauler/Collector

MONTGOMERY COUNTY MARYLAND
montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Add or change hauler/collector

What hauler/collector collects the Mixed paper from your 2-cubic yard dumpster?

- [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

- AA Refuse, Inc.
- AAAA Hauling & Trash Removal
- AA Furniture & Home
- AA Furniture and Home
- AA-Refuse
- AAA Computer Recycle
- AAA Disposal Service
- AAA Bio and Computer Recycling Inc.
- AA Refuse



Have More than One Container or Hauler/Collector?

Edit Report for: **ACME Condominium**

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

Mixed Paper Amount collected in 2022

Edit Required Recyclable Materials List

Edit Voluntary Recyclable Materials List

Required Recyclable Materials

✓ Mixed paper

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
2-cubic yard dumpster	1	1 per week	23244 pounds	Waste Management, Inc.	Delete
90- or 96-gallon wheeled cart	2	1 per week	5824 pounds	Waste Management, Inc.	Delete

[Add a Container](#)





Scrap Metal

Recycling Trash Waste Reduction Education Report Details Preview

Scrap metal Amount collected in 2022

Edit Required Recyclable Materials List
Edit Voluntary Recyclable Materials List

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal**
- Christmas trees
- Yard trim (grass / leaves / brush / garden trimmings)

Add a Container Type

*Fields marked * are required if applicable.*

Central Collection container type *
Other

Central Collection container type description
30 refrigerators, 25 stoves, 5 bed frames

Number of Containers of this type *
1

Number of pickups per on call *
12

Quantity collected in 2019
60 items

1 ton = 2000 pounds

+ Add

Contact scrap metal recycling hauler/collector to request the pounds of scrap metal recycled in 2022.

If unknown, list the items and quantities collected.

Christmas Trees

Recycling Trash Waste Reduction Education Report Details Preview Submit

Christmas trees Amount collected in

Edit Required Recyclable Materials List
 Edit Voluntary Recyclable Materials List

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal
- Christmas trees**
- Yard trim (grass / leaves / brush / garden trimmings)

Voluntary Recyclable Materials

- Carpet / Carpet padding
- Toner / Ink / Fax / Printer cartridges

Add a Container Type

*Fields marked * are required.*

Central Collection container type *

Central Collection container type description

Number of Containers of this type *

Number of pickups per *

Quantity collected

1 ton = 2000 pounds

Add

Select pounds if total weight of trees is known, or items to report number of trees collected

Yard Trim (grass, leaves, brush, garden Trimmings)

Recycling Trash Waste Reduction Education Report Details Preview Submit

Yard trim (grass / leaves / brush / garden trimmings) Amount of material collected

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

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal
- Christmas trees
- Yard trim (grass / leaves / brush / garden trimmings)**

Voluntary Recyclable Materials

- Carpet / Carpet padding
- Toner / Ink / Fax / Printer cartridges

Add a Container Type

*Fields marked * are required.*

Central Collection container type *

Number of Containers of this type *

Number of pickups per *

Quantity collected

1 ton = 2000 pounds

May report pounds collected or cubic yards of material collected



Grasscycling

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Recycling Trash Waste Reduction Education Report Details Preview Submit

Yard trim (grass / leaves / brush / garden trimmings)

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

Required Recyclable Materials

- Mixed paper
- Commingled materials
- Scrap metal
- Christmas trees
- Yard trim (grass / leaves / brush / garden trimmings)**

Voluntary Recyclable Materials

- Carpet / Carpet padding
- Toner / Ink / Fax / Printer cartridges

Add a Container Type

*Fields marked * are required.*

Central Collection container type *

Number of Containers of this type *

Number of pickups per *

Quantity collected

1 ton = 2000 pounds

Reporting acreage or square footage of grassy area on the Report Details tab allows us to calculate total grasscycling pounds for you.

Select List of Voluntary Materials Recycled at Your Property in 2022



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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

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



Trash

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Recycling **Trash** Waste Reduction Education Report Details

Add a Container Type

*Fields marked * are required.*

Central Collection container type *
4-cubic yard dumpster

Number of Containers of this type *
2

Number of pickups per week *****
4

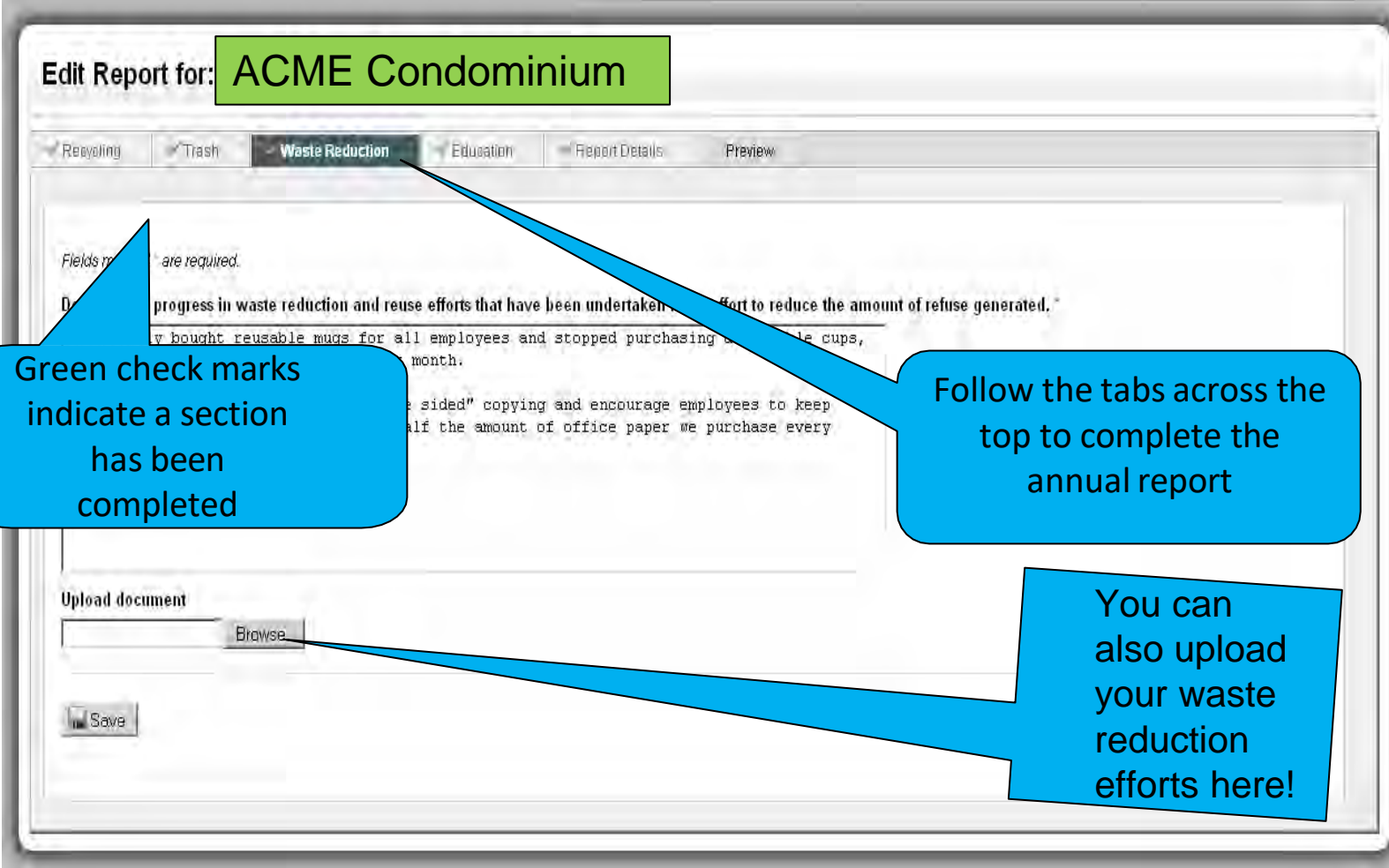
Quantity collected
232960 **-Select One-**
pounds
gallons
items

Add

Trash Tab:
Enter your trash
information in the
same manner as
your recycling data.

Click the “Add”
button when you are
done.

Waste Reduction Information



Edit Report for: ACME Condominium

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

Fields marked with a green check mark are required.

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

...bought reusable mugs for all employees and stopped purchasing disposable cups, ... month.

...sided" copying and encourage employees to keep ... half the amount of office paper we purchase every

Upload document

Green check marks indicate a section has been completed

Follow the tabs across the top to complete the annual report

You can also upload your waste reduction efforts here!

Education Program Information



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<input checked="" type="checkbox"/> Recycling	<input checked="" type="checkbox"/> Trash	<input checked="" type="checkbox"/> Waste Reduction	<input checked="" type="checkbox"/> Education	Report Details	Preview	Submit
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*Fields marked * are required.*

Outreach/Education activities

- Included recycling information in move-in package
- Included recycling information in property newsletter
- Number of times a year
- Distributed County-provided educational recycling materials
- Had informative recycling posters at all collection sites
- Conducted resident recycling outreach/education event
 - with Montgomery County
 - without Montgomery County
 - both with and without Montgomery County
- Provided in-unit recycling bins for residents to use

Other outreach/education Activities

What new educational materials from the County would be helpful in your efforts to educate yourself, your staff, and and your residents?

Annual Report Details



Edit Report for: **ACME Condominium**

Recycling Trash Waste Reduction Education **Report Details** 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 units covered by this Report *

80

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

2 acres

Enter the number of acres of green area to account for grasscycling efforts

Upload supporting information (file size limit is 2 Mb)

If you have a tenant list or other supporting documentation to attach to your report, please upload it here. Many file formats are accepted, including Word documents, spreadsheets, and PDFs.

Browse...


Save

Review Report



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


 2021 Annual Recycling and Waste Reduction Report

ACME Condominium

[View Printer Friendly](#) [View Larger Font](#)
Report Filer [edit](#)

Report statistics	For these materials	Your 2021 Recycling Rate is
Signed by:	Required recyclable materials	52.9
Report Submitted:	Required + Voluntary Recyclable Materials	52.9
Report Created on: 05/12/2022		

This Report covers:

Number of units	131
Green area	Unknown

Required Recyclables [edit](#)

Mixed paper: 34372 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
2-cubic yard dumpster	1	1 per week	Waste Management, Inc.	23244 pounds
90- or 96-gallon wheeled cart	2	1 per week	Waste Management, Inc.	11128 pounds

Commingled materials: 20696 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
2-cubic yard dumpster	1	1 per week	Waste Management, Inc.	14872 pounds
90- or 96-gallon wheeled cart	2	1 per week	Waste Management, Inc.	5824 pounds

Scrap metal: 890 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
Multiple container types used	1	12 per year	Turbo Haul	890 pounds

Christmas trees: 88 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
Other: Designated Area	1	1 per year	Landcaster Landscapers	88 pounds

Yard trim (grass / leaves / brush / garden trimmings): 9400 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
Composting	1	2 per month	Landcaster Landscapers	2500 pounds
Grasscycling	0	2 per month	Landcaster Landscapers	6900 pounds

Voluntary Recyclables [edit](#)

No records to display!

Trash [edit](#)

Trash: 58240 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
8-cubic yard dumpster	1	1 per week	Waste Management of Maryland	58240 pounds

Submit your Recycling Report for 2022



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montgomerycountymd.gov

Home Search Logout Welcome: David Frank

Edit Report for: ACME Condominium

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 Designated Responsible Party, my property complies with [Montgomery County Executive Regulation 15-04AM](#), which requires recycling and reporting by my property, and confirm that the above information is accurate. *

Name of Property Owner, Manager, or Other Responsible Party *

Title of Property Owner, Manager, or Other Responsible Party *

NOTE: Want to print or save a copy for your records? We will give you a link to your signed report on the next screen.

- Receive e-mail confirming report was submitted
- Receive e-mail after report is field verified and approved by RRMD giving your 2022 recycling rate

Common Mistakes



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- Incomplete reports
 - Missing mandatory materials
 - Missing weights
 - Missing collector information
 - Missing waste reduction and education information

Questions?

Montgomery County
Department of Environmental Protection
Recycling and Resource Management Division
Waste Reduction and Recycling Section - TRRAC Program
2425 Reedie Drive, 4th Floor Wheaton, MD 20902

(301) 370-5185 (Cell); (240) 777-6465 (FAX)

Ruth.Carbonell@MontgomeryCountyMD.gov

Lenicia.Johnson@MontgomeryCountyMD.gov

Jessica.Panicola@MontgomeryCountyMD.gov

MontgomeryCountyMD.gov/RecycleRight



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