



# REDUCE REUSE RECYCLE

Reduce, reuse and recycle more now for cleaner land, air, water, and a thriving economy.

Montgomery County has a goal to reduce waste and recycle 70 percent of all waste generated in the County by 2020. In addition, the County has a policy of decreasing the amount of waste generated. Currently, businesses in the County must recycle mixed paper, commingled materials, scrap metal, yard trim and Christmas trees. Increased recycling and voluntary recycling of other materials, must occur if we are to achieve our 70% recycling goal.

A large portion of recyclable materials generated at hotels and motels consist of office

paper, corrugated cardboard, newspaper and other paper products plus commingled materials (aluminum cans and foil products, steel and tin cans, glass bottles and jars, and plastic bottles and containers). Hotels and motels will find it easy to reduce, reuse and recycle. Employees can easily collect recyclable materials, and daily practices can be modified to foster waste reduction techniques. Procurement practices can also be modified to encourage the purchase and use of recycled materials as well as products made from recycled content.

Most major chains have corporate-wide policies and recycling plans that are readily adaptable by all locations. Appoint a Recycling Coordinator to involve, motivate and encourage everyone to participate. "Close the recycling loop" by buying recycled products and materials. This will create further demand for materials collected for recycling, and will promote market growth. Ultimately, this will help foster revenues to generators for recovered recyclable materials.

## REDUCE

- Implement a life-cycle cost analysis program for the purchase of materials and equipment that are of higher quality and longer life, thereby extending replacement periods and reducing maintenance.
- Convert all incandescent lighting to compact fluorescent or high intensity, low-wattage bulbs, which are more efficient and last three to four times longer.
- Use vegetative materials for ground cover which generate less waste.
- Use low maintenance, alternative landscaping materials such as mulch, crushed stone, pea gravel and other similar materials.
- When continental breakfast or coffee break services are provided, use durable cups and flatware. Cups with your company logo and recycling program motto are effective advertisements. Remember, expanded polystyrene food service ware is prohibited in Montgomery County. Use recyclable or compostable alternatives.
- Work with meeting and event planners to reduce the quantity of brochures and handouts printed and provide recycling information to event organizers when signing contracts.
- Provide beverages from bulk dispensing systems, and serve beer and soft drinks "on-tap."
- Provide condiments, creamers, seasonings, etc. from bulk dispensers in lieu of individual serving packets.
- Purchase food or beverages in concentrated forms, when available.
- Work with suppliers to use durable shipping containers that can be returned and reused.
- Use double-sided copying for documents such as memos, reports and letters.
- Provide a bulletin board for memos and notifications instead of printing individual copies.
- Use voicemail and email instead of paper memos and faxes to reduce paper usage.
- Implement computerized purchasing systems and internet links to eliminate paperwork.
- Utilize chalk and dry erase boards instead of distributing individual copies of information to convey work assignments, notifications and daily specials.
- Donate unused and unexpired food to local food pantries.
- Install hand dryers in common area bathrooms in lieu of paper towel dispensers.

## REUSE

- Provide durable glasses and cups for employee use.
- Re-ink and reuse laser printer and copy machine toner cartridges.
- Reuse office products, such as inter-office envelopes and folders.

- Donate used furniture to charitable organizations or sell the items for a minimal fee.
- Develop an on-site composting program for your yard trim such as

grass clippings, leaves and plant prunings. Use the compost on-site as a beneficial soil amendment.

- Donate sheets, bedspreads, soaps, left over in-room amenities, etc. to charities instead of throwing them away.
- Utilize durable rags and towels for cleaning.

## RECYCLE

- Supply all guest rooms with information on tent cards to encourage recycling.
- Supply all guest rooms with recycling bins for required materials. Guests are more likely to recycle if the bins are conveniently located within their rooms.
- Purchase bulk laundry, cleaning and pool supplies in returnable/recyclable containers.
- Recycle any and all scrap metal.
- Recycle outdated telephone books removed from guestrooms.
- Ask your grounds crew or landscaper to “grasscycle” your grass clippings by leaving the cut clippings on the lawn.
- Implement a promotional plan whereby designated employees reward those customers who are seen recycling. Rewards can

be a “We Recycle” T-shirt with your company logo, a free beverage in the restaurant or a coupon for a free cup of coffee at a local coffee shop. Remember that a free beverage often promotes additional purchases.

- Promote recycling and encourage all guests to participate in the program.
- If complimentary guest newspapers are provided, strategically place mixed paper recycling bins in the lobby, lounge and on each floor for their collection. Place a recycling program tent card adjacent to the newspaper distribution point encouraging all guests to recycle.
- Place recycling bins for commingled materials wherever vending machines are located. This will allow customers to bring their empty recyclable beverage container back for recycling.

- Place recycling bins for mixed paper and commingled materials at strategic locations on each floor.
- Recycle corrugated cardboard boxes received from deliveries. Consider leasing a compactor or baler.
- Recycle your mixed paper. Remember recycling only 1 ton of office paper saves 17 trees!
- Shred and recycle all confidential paper. Shredded paper can be added to mixed paper recycling containers, or contract shredding services with a document destruction service company.



## Montgomery County's Ban on Expanded Polystyrene Food Service Ware and Loose Fill Packaging Materials



The use and sale of expanded polystyrene food service ware, and expanded polystyrene loose fill packaging (packing peanuts) is prohibited in Montgomery County, Maryland.

In addition, all food service establishments, including hotels and motels, must use either recyclable or compostable food service ware.

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

For more information about the law, as well as a list of vendors that offer recyclable or compostable food service ware, visit our website at [www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling).

**REDUCE,  
REUSE &  
RECYCLE  
MORE NOW!**

Take part in what Montgomery County is doing to reduce waste and recycle more now! We'd like to add your hotel or motel to our list of recyclers, so let us know how you are doing! If you have a concern or issue you wish to discuss, or a success story you want to share, contact the Smart Organizations Reduce and Recycle Tons (SORRT) Program.

3-1-1 or 240-777-0311

[www.montgomerycountymd.gov/recycling](http://www.montgomerycountymd.gov/recycling)



Montgomery County, Maryland  
Department of Environmental Protection  
Division of Solid Waste Services  
Waste Reduction and Recycling Section

