

REDUCE REUSE RECYCLE

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

Montgomery County, Maryland has a goal to reduce waste and recycle 70 percent of all waste by 2020. Montgomery County requires all businesses, including home-based businesses to recycle mixed paper, commingled materials (aluminum cans and foil products, bi-metal food and beverage cans, glass bottles and jars, and plastic bottles and containers), scrap metal, yard trim and Christmas trees.

Home-based businesses are productive ventures that can generate a significant amount

of business waste. The waste doesn't have to go to disposal facilities – it can be recycled instead.

Besides recycling, home-based businesses can also reduce and reuse their waste. Producing less waste in the first place saves time and money – premiums for home-based businesses.

Depending on the type of business, a home-based business may produce a large quantity of one type of material. For instance, a graphic artist may generate

a lot of paper waste. Take a look around – if your business produces a lot of one type of waste, try to find a way to recycle it. The following tips offer ways to reduce, reuse and recycle waste. Try integrating them into your home-based business.

REDUCE

- Review documents on-line rather than printing them will reduce the amount of paper generated.
- Use recyclable paper such as shredded paper or newspaper as packaging material for shipping.
- Store documents electronically rather than making hard-copy files.

REUSE

- Reuse packing materials for outgoing shipments. If you can't use them, find someone who can. Donate or sell packaging materials to a local packaging company. Local shipping companies, such as the UPS Store, may accept donated packing materials for reuse.
- Reuse office products, such as file folders, whenever possible.
- Use ceramic mugs for coffee to eliminate the use of disposable cups.
- Write, print and copy on both sides of a piece of paper.
- Save discarded paper for scratch paper.
- Use refillable pencils and refillable ink pens.

RECYCLE

- Recycle all mixed paper including file folders, office paper, computer paper, unwanted mail, newspaper, magazines and telephone books.
- Recycle and reuse corrugated cardboard boxes. Ask your vendors to take back used corrugated cardboard containers for reuse.
- Grasscycle yard trimmings by leaving them on the lawn. Set-up a compost bin and compost leaves on-site. Tree and shrub clippings can be composted as well.
- Recycle aluminum cans and foil products, steel/tin cans, glass bottles and jars, and plastic bottles and containers generated in the kitchen.
- Recycle scrap metal items such as appliances and metal office furniture. Single-family households can schedule scrap metal recycling collection by calling 311 or 240-777-0311.
- Recycle rechargeable batteries (used in watches, hearing aids and calculators), Nickel-Cadmium (Ni-Cd), and Lithium (Li) batteries by taking them to a household hazardous waste collection site. Be sure to check whether you are using the kind of batteries that can be recycled.



BUY RECYCLED PRODUCTS

Close the recycling loop by purchasing recycled-content office products, such as computer, copier, stationery and writing papers, as well as paper towels, toilet tissue and toner cartridges.

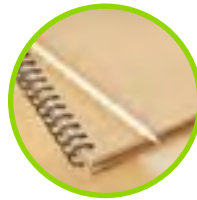
Suggest to your clients the use of recycled paper for brochures and other printed pieces. Depending on the nature of your business, you may suggest to your clients that they select and use other types of recycled materials, as well.

Many recycled content products now are comparable in price to products made from virgin materials, and may even be less expensive in comparison, to their non-recycled counterparts.





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 (packaging peanuts) is prohibited in Montgomery County, Maryland.

In addition, all food service establishments, including grocery stores and supermarkets, 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.

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 home-based business 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



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



Printed on recycled and recyclable paper.