

Need Assistance?

The Think Reduce and Recycle at Apartments and Condominiums Program (TRRAC) is available to help multi-family properties implement or improve their recycling programs, and help them come into and stay in compliance with the County's recycling regulations.

TRRAC services include:

- **Onsite consultations and technical assistance** to help you design and implement your recycling and waste reduction programs, assess your current waste stream, identify sufficient recycling container types and sizes, select the appropriate level of collection service, establish plans for ongoing communication with staff and residents about your recycling and waste reduction programs, resolve site-specific challenges, and enhance your programs.
- **Participation in community and property events** such as condominium board meetings, pool parties, community festivals, staff training, and recycling presentations. Bilingual staff or volunteers can set up lobby displays or speak at recycling awareness events to educate your residents and staff on what and how to recycle, and why it's important.
- **Seminars and webinars** that provide ongoing education for multi-family property representatives on how to implement, maintain, and improve recycling and waste reduction programs. These events are opportunities to interact with TRRAC staff and other property representatives to share ideas and experiences.

Educational Materials and Resources

- Educational materials in multiple languages are available for property management and residents.
- **Property Manager's Guide to Recycling** — a comprehensive resource that provides guidance on how to set up a successful multi-family recycling and waste reduction program.
- **Recycling brochures** for residents in English and 10 other languages.
- **Labels** for recycling and solid waste containers, and **posters** for collection areas.
- **Recycling videos** in English and Spanish.
- **In-unit, 6-gallon recycling containers** for residents.



We are here to help! Contact us.

For more information on recycling, visit MontgomeryCountyMD.gov/recycling.



TRRAC 
Think Reduce and Recycle at Apartments and Condominiums

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

Call 311 or 240-777-0311
TTY: MD Relay 711

This information is available in an alternate format by calling 240-777-6486.

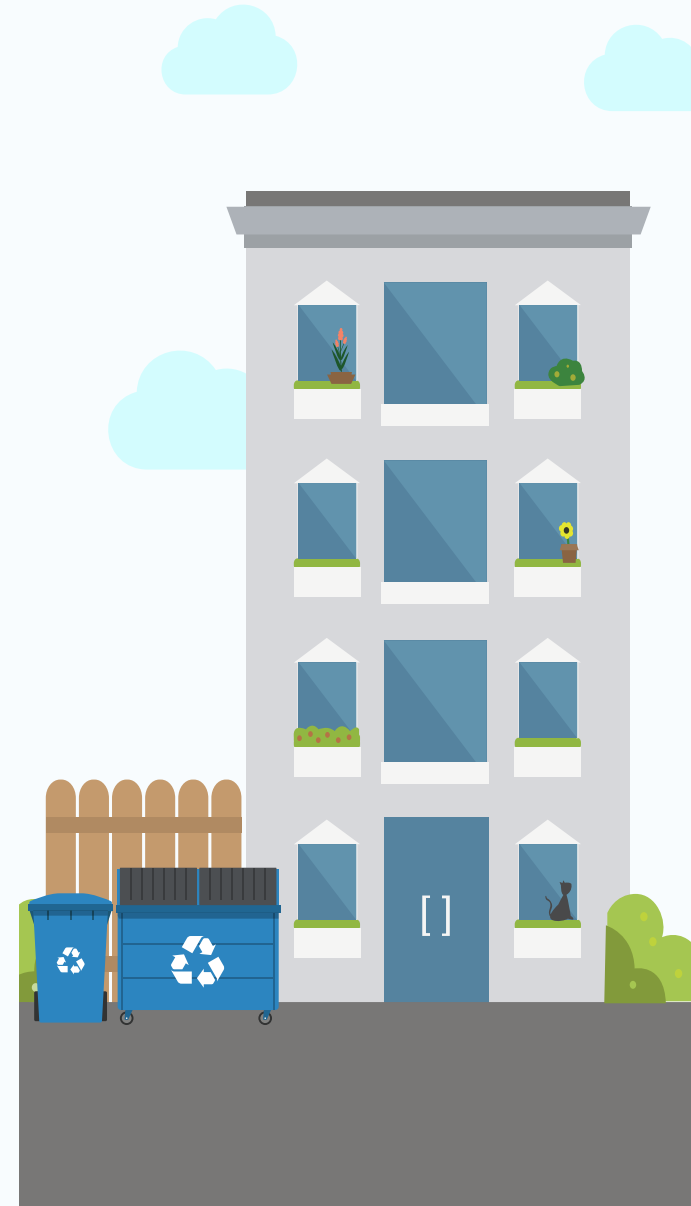
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Montgomery County, Maryland Multi-Family Property Recycling and Waste Reduction Program



Recycling is the Law in Montgomery County, MD

Montgomery County Executive Regulation 1-15 requires all multi-family properties (properties with seven or more dwelling units) to provide residents and staff the ability to recycle the following materials:



Cardboard & Mixed Paper

All clean, dry paper including: white paper; colored paper; corrugated cardboard; paperboard; coated-paper cartons/boxes; newspapers; magazines; catalogs; telephone directories; hard cover and paperback books; unwanted mail; and shredded paper



Commingled Materials

Aluminum cans and foil products; bi-metal (steel/tin) cans; empty, non-hazardous aerosol cans; glass bottles and jars; plastic bottles, jars, tubs, caps and lids, pails, buckets, flower pots; and plastic reusable, durable containers



Scrap Metal Items

Predominantly metal items such as appliances, metal furniture, bed frames, pots and pans, irons, rebar, pipes, bicycles, toasters, and wire clothes hangers



Yard Trim & Christmas Trees

Grass clippings, leaves, brush, garden trimmings, and Christmas trees

Components of a Successful Recycling Program

Property committed to recycling

Show your residents you believe recycling is important! Provide information and in-unit recycling bins to residents during move-in and regularly update them about your program.

Containers for all required recyclable materials

Properties must place labeled containers for all required recyclable materials where trash containers or chutes are located. Containers must be of adequate size and quantity to hold the materials generated by staff and residents to prevent overflow between collections. Containers must be placed in reasonable and convenient proximity to all dwelling units, offices, club houses, pool areas, laundry rooms, near any vending machines that dispenses products in recyclable packaging, and where other recyclables are generated.

Sufficient collection service

Recyclables and trash must be collected frequently enough to prevent containers from overflowing. If your property contracts for collection service, the collector must have a current Montgomery County Collector's License to collect and transport solid waste, including recyclable materials, and must provide you with a copy of their current license.

Monitoring and maintenance

Visit your recycling and solid waste collection areas on a regular basis to ensure they are clean and well maintained. Repair or replace damaged or broken containers. Replace worn, damaged, or outdated posters and labels with up-to-date materials. Monitor fullness of containers and adjust your collection frequency if necessary. Ask residents what they think about your recycling program. Discuss improvements to your recycling program with your collector and staff from the Montgomery County Department of Environmental Protection's Recycling and Resource Management Division.

Educate staff and residents

Educate all staff and residents regarding the property's recycling program on a regular basis to ensure they know where the recycling collections sites are, and what materials can and cannot be recycled. Include information about the property's recycling program in move-in packages, post notices in common areas, send newsletters, and hold events that strengthen the community and increase recycling awareness.

Reduce Waste

Promote waste reduction opportunities for residents and staff and when renovating dwelling units. Waste reduction activities include using reusable mugs in leasing offices, facilitating resident yard sales, donating usable items to charitable organizations, purchasing supplies in bulk, grasscycling (leaving grass clippings on the lawn when the grass is mowed), and minimizing paper use.

Data Collection

Maintain records of contracts, invoices, and/or scale house tickets of recycling and trash collection. Calculate your property's recycling rate and track year-to-year progress.

Reporting

- **Waste Reduction and Recycling Plan:** Multi-family properties must have an approved Waste Reduction and Recycling Plan on file with the County. This Plan should demonstrate how the property will recycle and otherwise reduce the amount of solid waste going to disposal facilities. This Plan should indicate how the property can reduce the amount of solid waste collected for disposal by at least 70 percent annually.
- **Annual Recycling and Waste Reduction Report:** Multi-family properties must submit an Annual Recycling and Waste Reduction Report by February 1st. This report documents the types and quantities of materials recycled and waste disposed by the property as well as its efforts to educate staff and residents on the property's recycling program. The Annual Recycling and Waste Reduction Report is easy to file online at our website:

MontgomeryCountyMD.gov/sws/trrac/

