

Section 4:

Guide to Completing Annual Report Forms

All large and medium-sized businesses, as well as property owners of multi-tenant commercial facilities in Montgomery County are required to submit an annual recycling and waste reduction report (referred to as the Annual Report) to the County. In addition, small businesses may be required to submit an Annual Report to the County upon request by the Recycling and Resource Management Division (RRMD).

The purpose of the Annual Report is to provide the County with information on how much and what kind of material businesses are recycling in each calendar year. The Annual Report also provides the County with information on waste reduction and buying recycled practices of businesses. The County will aggregate and then report all of this information to the State of Maryland as required by the Maryland Recycling Act.

To determine the annual quantity of material your business is recycling and disposing as waste, consult with your collection company(ies). Your collection company should be able to provide you with all the information you'll need to complete the Annual Report. If your collection company(ies) cannot provide this information, you may need to estimate the quantity using the Recycling Containers and Capacity Estimates chart found later in this section.

The County recommends tracking this data monthly and totaling it when you are preparing your Annual Report. Ask your collection company to provide monthly tonnage reports (weight receipts) along with its invoice for services. Businesses are required to maintain copies of contracts and/or invoices for inspection and copying by the County for verification purposes.

If your business is located in a multi-tenant facility, your property manager/owner is required to file an Annual Report on behalf of your business. However, it is your responsibility to make sure your property manager has properly filed the Annual Report. This means the Annual Report must name your business specifically, and provide the following information: an on-site contact, number of employees, and square footage occupied by your business.

If your business has several offices located throughout the County, you may file one Annual Report to cover all sites. However, you must include the address, on-site contact, number of employees, and square footage occupied for each site.

Annual Reports will be reviewed and field verified by the County through on-site field evaluation. The County will provide notification to the business indicating the recycling rate as calculated by the data provided in the report.

Submission Dates for Annual Business Recycling and Waste Reduction Report:

Annual reports covering the previous calendar year are due as follows:

Large businesses (250 or more on-site employees): on or before **February 1st**.

Medium businesses (100-249 on-site employees): on or before **March 1st**.

Small businesses (fewer than 100 on-site employees): Initially due within 60 days of receiving a written request for filing an annual report from RRMD. From that time forward, each year, small businesses must prepare and submit reports on or before **March 1st**.

Property owners of multi-tenant facilities: on or before **March 1st**.

Please note: failure to file an annual report to the County is a class B violation of Montgomery County Code, subject to a fine of at least \$100.00.

OPTIONS FOR FILING ANNUAL REPORTS:

There are two (2) options to file the Annual Recycling and Waste Reduction Report. The primary and preferred method to file the report is online. Logon to RRMD/Waste Reduction and Recycling Section Online Annual Report filing website at www2.montgomerycountymd.gov/DEPARR/

Reports can also be submitted on paper-based forms which can be downloaded at https://www.montgomerycountymd.gov/SWS/Resources/Files/sorrt/forms_report.pdf

Both versions of the report must include the following information:

Business Name

Provide the complete legal name of your business. All businesses, including health care facilities, government offices (federal, state and local), private and public schools and non-profit organizations are required to submit Annual Reports.

Mailing Address

Provide the suite or room number, street address, building name, city, and zip code of your business. If you have a different mailing address, please include.

Phone Number

Provide the phone number of your business, including area code.

Recycling Program Contact Person

Provide the full name of the person employed by your business who will be available to County staff to answer questions about this Annual Report.

Contact Person Email

Provide an email for the contact person, if applicable.

Business Website

Provide website of the business, if applicable.

Relationship to the Business for Whom Report Is Being Filed

Check the box that indicates whether you are filing for the business stated above, or on behalf of another business.

List Businesses Covered by Annual Report

If you are filing this report on behalf of another business (such as property manager filing for tenants), provide the name of the business, the name of an on-site contact, the address and phone number of the business, the number of employees, and the square footage occupied by the business.

Government Agency

If you are a government agency, check the relevant level of government. If none of these categories applies to you, write in the type of authority under which you operate.

Employee Number

Provide the total number of full-time employees at this particular site. An employee is defined as a person working 20 hours or more per week, for more than six months in a calendar year. If this Annual Report is being submitted for multiple business sites, provide the total number of employees covered by this Annual Report and provide the number of employees working at each site.

Total Square Feet of Building Space Occupied

Provide the total square footage your business occupies at this particular site. If this Annual Report is being submitted for multiple business sites, provide the total square footage of space occupied by all businesses covered by this Annual Report and also provide the individual square footage occupied by each business at each site.

Total Acreage of Green Area, If Applicable

Regardless of who maintains it, provide the total acreage of the site on which your building is situated that is covered by vegetation like grass, landscaping, trees, and shrubs. If you are in an urban area of the County (e.g., Bethesda, Silver Spring) which has limited green area and your building is completely surrounded by asphalt, sidewalk, etc., indicate NONE or 0.

Annual Report for Previous Calendar Year

This is the location on the Annual Report for you to provide detail on how much your business has recycled and/or reduced materials in the previous calendar year. The materials listed in this section include all of the required recyclable materials.

Montgomery County SORRT Program

2425 Reedie Drive, 4th Floor, Wheaton, MD, 20902. 3-1-1 or (240) 777-0311. MontgomeryCountyMD.gov/RecycleRight

Quantity Collected in Previous Calendar Year

Provide the total number of pounds of each material your business collected for recycling in the previous calendar year. If the quantities provided to you by your collector are not in pounds, refer to the Volume/Weight Conversion Chart found later in this section or access our online calculator at MontgomeryCountyMD.gov/RecycleRight.

If your business recycles paper by type, as opposed to mixed paper, please indicate the specific types of paper that are being separately collected for recycling. For example, if your business recycles white office paper separately, indicate the amount of white paper recycled, and the amount of mixed paper recycled. Please note that all paper products listed under the definition of mixed paper in Section 8 must be recycled if generated.

If your business contracts with a document destruction company for shredding confidential paper, please indicate that amount under the Shredded Paper Collected Separately option.

If your program collects food and beverage containers, liquid detergent or cleanser bottles or other consumable product containers mixed together (aluminum cans and foil products, steel and tin cans, plastic bottles and containers, and glass bottles and jars), report the information on the line for "commingled containers." On the line corresponding to each individual container type collected in a commingled manner (e.g., glass and aluminum) write "see commingled container line." Refer to the Recyclable Materials – Definitions list in Section 8 for a description of each material type.

Yard trim is one of the required materials to be recycled if it is generated on your site. Regardless of whether your business, your property manager/owner or a privately contracted landscaper actually does the grasscycling, composting or hauling to a compost facility, you need to fill in information on how the yard trim is being managed.

Please add any other material that your business recycles that is not required for recycling under Executive Regulation 1-15. Please attach a separate page if needed.

Number and Size of Collection Containers and Number of Pick-Ups per Month

Provide the total number of central collection containers for each material, including hampers, boxes, bins, totes, dumpsters, compactors, balers, and roll-off(s), a size description for the centralized containers, and the number of times each month those containers are collected. Example: "Five (5) 30-cubic-yard roll-off containers collected three times per month," written in the column next to mixed paper means that your business has five 30-cubic-yard containers in which mixed paper is centrally collected, and these containers are emptied by the recycling company three times a month. You may need to verify container size and collection schedule with the company providing collection service, which may include the custodial company, recycling company, or your property manager.

Report the number of desk-side containers used by employees only if your business does not have any other central collection container(s) at your location. (This would apply to a business whose property manager or custodian collects recyclables from each office or station and consolidates material with other businesses or tenants in the building.)

Name and Phone Number of Company Hauling/Handling Materials

Provide the complete name and contact information of the Montgomery County-licensed hauler or collector responsible for hauling each material to a facility for recycling. If your business back-hauls or self-hauls recyclable materials to recycling facility, indicate "Back-haul/Self-haul" and provide the complete name of the facility and phone number (with area code) receiving the material. Under the category Solid Waste for Disposal, provide the complete name and phone number (with area code) of the licensed hauler or collector responsible for disposing of your business' trash.

Waste Reduction Program

The regulation requires your business to recycle and reduce the amount of waste going to disposal facilities. Therefore, it is important to report any waste reduction efforts that your business has undertaken. List the material(s) for which your business has implemented a waste reduction program, and on a separate page, provide detail on how the technique works and its results. Include how your business educated its employees about the waste reduction program.

Voluntary Materials for Recycling, Reuse or Source Reduction

List any other materials your business recycles, reuses or reduces through a waste reduction program, such as computer equipment, toner cartridges, wood pallets, etc.

Solid Waste for Disposal Only

Provide the quantity of solid waste that was disposed during the calendar year for which you are filing this report. Your collector may be able to provide this information. Identify the total number and size of container(s) used to store solid waste for disposal (trash), the number of pick-ups per month, and the name of the hauler or collector that transports your business' solid waste to a facility for disposal. For example, 1-twenty cubic yard compactor collected 4 times a month. If you leave this information blank, your annual report will be considered incomplete and RRMD will contact you in writing or by telephone to determine this information.

Signature Lines

The person preparing the Annual Report must sign the form and print his/her name and the company name. In addition, a corporate officer responsible for overseeing compliance with the regulations must also sign the form and print her/his name. Annual reports will not be accepted without both signatures.

Required Information

Provide information about the progress in waste reduction and reuse efforts undertaken, as well as a description of the property management's or business' efforts to educate tenants and/or employees about its recycling program. Also provide information about procurement and buying practices that your business has instituted for buying recycled-content products.

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ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT

Refer to the *Montgomery County Business Recycling Regulation Handbook* for guidance on completing this Report.
Send completed Report to: Recycling and Resource Management Division, Attn: SORRT, 2425 Reedie Drive, 4th Floor, Wheaton, Maryland 20902

Business filing this Annual Report, provide:

Business Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person Name and Title: _____

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

(Check the box that corresponds to appropriate description.)

- I'm filing for my business at the above address only.
- I'm a **Property Manager** filing for one or more tenant(s) leasing property at a single site.
If address of the building occupied by your tenant(s) is different from the address provided above, provide address of building occupied by your tenant(s) covered by this Report: _____
- Business **Headquarters** filing for multiple business locations in the County.
Provide the address of each location that is covered under this report.
- I'm a **Collector** filing for my customer. (NOTE: One Annual Report per customer)
Provide the business name, address, contact name and phone number of the customer whom this report covers.
- Other. Explain relationship: _____

LIST BUSINESS(ES) COVERED BY THIS ANNUAL REPORT, IF APPLICABLE.

BUSINESS NAME & ON-SITE CONTACT PERSON	PHONE NUMBER and ADDRESS	EMPLOYEE NUMBER	SQUARE FEET
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach a separate page for additional business(es).)

If Government Agency, check applicable: County State Federal Other _____

Total number of employees covered by this Report: _____ (Employee means person working 20 or more hours per week for more than 6 months in a calendar year.)

Total square feet of building space covered by this Report: _____ Square Feet

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

FOR RRM D USE ONLY - DO NOT WRITE BELOW THIS LINE

RECYCLING AND RESOURCE MANAGEMENT DIVISION APPROVAL BY:

Date:

EXEMPTION STATUS:

CURRENT RECYCLING RATE:

PREVIOUS RECYCLING RATES:

ANNUAL REPORT FOR PREVIOUS CALENDAR YEAR

PROVIDE YEAR: _____

MATERIAL (Circle type where applicable)	QUANTITY COLLECTED IN PREVIOUS CALENDAR YEAR - Report in Pounds/Yr. (Refer to Volume-Weight Conversion Chart in your Handbook if needed)	Number and Size of central collection containers and number of pick-ups per month, if different from previous submission	Name and Phone Number of company hauling/handling materials	WASTE REDUCTION PROGRAM (Check if applicable & attach separate page to describe)	Check Box if Exemption Request Form is requested **
REQUIRED MATERIALS FOR RECYCLING, REUSE, OR BEING SOURCE REDUCED					
MIXED PAPER	Pounds/Yr.				<input type="checkbox"/>
WHITE OFFICE PAPER	Pounds/Yr.				<input type="checkbox"/>
CORRUGATED CARDBOARD	Pounds/Yr.				<input type="checkbox"/>
SHREDDED PAPER COLLECTED SEPARATELY	Pounds/Yr.				<input type="checkbox"/>
NEWSPAPER	Pounds/Yr.				<input type="checkbox"/>
COMMINGLED MATERIALS	Pounds/Yr.				<input type="checkbox"/>
ALUMINUM CANS	Pounds/Yr.				<input type="checkbox"/>
STEEL/TIN CANS	Pounds/Yr.				<input type="checkbox"/>
PLASTIC BOTTLES AND CONTAINERS	Pounds/Yr.				<input type="checkbox"/>
GLASS BOTTLES & JARS	Pounds/Yr.				<input type="checkbox"/>
YARD TRIM Leaves Grass Brush	Pounds/Yr.				<input type="checkbox"/>
CHRISTMAS TREES	Pounds/Yr.				<input type="checkbox"/>
SCRAP METAL	Pounds/Yr.				<input type="checkbox"/>
VOLUNTARY MATERIALS FOR RECYCLING, REUSE OR BEING SOURCE REDUCED (Attach list of other materials as needed)					
					N/A
					N/A
SOLID WASTE FOR DISPOSAL ONLY - BELOW THIS LINE					
SOLID WASTE FOR DISPOSAL (Trash)	Pounds/Yr.				N/A

* List Container Types. ** RPRMD will contact you to schedule a site inspection and provide you an Exemption Request Form.

Signature of Person Completing Form

Date

Print Name of Signatory and Company Name

I hereby certify that as the Corporate Officer, I am responsible for ensuring compliance with applicable County Recycling Regulation 1-15, which requires recycling and reporting by my business, and confirm that the above program will be implemented in accordance with the applicable schedule.

Signature of Responsible Corporate Officer

Date

Print Name of Signatory

WASTE REDUCTION/REUSE AND EDUCATION REQUIREMENTS

TO BE INCLUDED WITH BUSINESS RECYCLING ANNUAL REPORT

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

Describe your efforts to educate tenants (if report is filed by a property manager) or employees about the recycling program in place. Examples include, but are not limited to: newsletters, email reminders, training workshops, etc.

RECYCLING CAPACITY ESTIMATES

For use in completing your Annual Report if tonnage data is not available from your recycling company

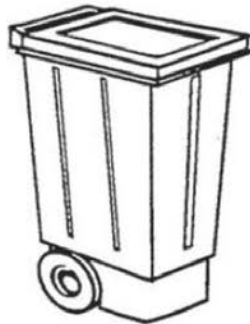
Storage Container	Volume Capacity (Cubic Yards)	Approx. Dimensions (Depth/Length/Height in feet)	RECYCLABLE MATERIAL CAPACITY (In Pounds)								
			Office Paper (Loose)	Newspaper (Loose)	Cardboard (Loose)	Mixed Paper	Aluminum (Whole cans)	Glass (Whole bottles/jars)	Steel/Tin (Whole cans)	Plastic Bottles (Narrow Neck)	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
						93					
90 - 96 Gallon Cart With Separate Cardboard Collection	0.5	2.5/2.5/4.0									
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.

SOME TYPICAL RECYCLING CONTAINERS



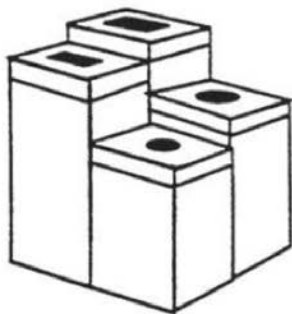
32-Gallon Trash Can



90-Gallon Cart



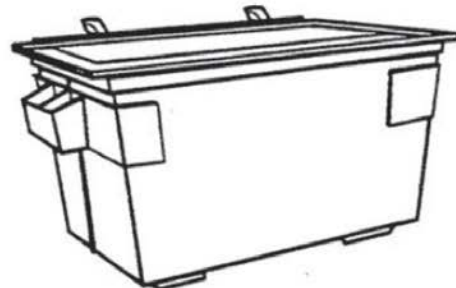
Wheeled Hamper/Container



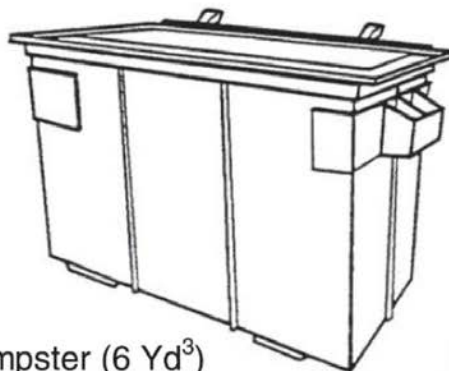
Recycling Group Containers



Dumpster (2 Yd³)



Dumpster (4 Yd³)



Dumpster (6 Yd³)



Roll-off Container

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