

ANNUAL BUSINESS RECYCLING AND WASTE REDUCTION REPORT

Refer to the *Montgomery County Business Recycling Regulation Handbook* for guidance on recycling and completing this Report.

Send completed Report to: Division of Solid Waste Services, Attn: SORRT, 101 Monroe Street, 6th Floor, Rockville, MD 20850

Business filing this Annual Report, provide:

Business Name: _____

Mailing Address: _____

Phone Number: _____

Contact Person Name and Title: _____

Contact Person Email: _____ Business Website: _____

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 DSWS USE ONLY — DO NOT WRITE BELOW THIS LINE

DIVISION OF SOLID WASTE SERVICES APPROVAL BY:

Date:

EXEMPTION STATUS:

CURRENT RECYCLING RATE:

PREVIOUS RECYCLING RATES:

Montgomery County SORRT Program

101 Monroe Street ■ 6th floor ■ Rockville, MD ■ 20850 ■ (240) 777-6400 ■ www.montgomerycountymd.gov/recycling

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 required **
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"/>
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 (NARROW-NECK)	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 SOURCE REDUCTION (Attach list of other materials as needed)					
MATERIAL:					N/A
MATERIAL:					N/A
SOLID WASTE FOR DISPOSAL ONLY — BELOW THIS LINE					
SOLID WASTE FOR DISPOSAL (Trash)	Pounds/Yr.				N/A

* List Container Types.

** DSWS 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 15-04AM, 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.

**2020 Annual Business Recycling and Waste Reduction Report
Maryland National Capital Park and Planning Commission (M-NCPPC) - Montgomery County**

M-NCPPC - Montgomery County				Summary for 2020		
				Jan 1, 2020 to Dec 31, 2020	%	Jan 1, 2020 to Dec 31, 2020
Product	Item	Hauler	Disposal Location	Report - Pounds		Report - Tons
Recycling MANDATORY	White Paper - MNCPPC Collection	M-NCPPC Staff	Transfer Station	111,000		55.50
	Commingled - MNCPPC Collection	M-NCPPC Staff	Transfer Station	16,020		8.01
	Rigid Plastics	M-NCPPC Staff	Transfer Station	2,220		1.11
Recycle Total				129,240	0.8%	64.62
Yard Waste & Composting MANDATORY	Yard Waste - MNCPPC Collection	M-NCPPC Staff	Transfer Station	43,160		21.58
	Yard Waste	Republic Services	Republic Services Location	114,940		57.47
	Yard Waste & Composting	Multiple Locations M-NCPPC Staff	Composting in Parks	4,550,000		2,275.00
Yard Waste Total				4,708,100	29.7%	2,354.05
Reuse Products Scrap Metal	Scrap Metals	M-NCPPC Staff	Transfer Station	7,340		3.67
	Scrap Metal	Joseph Smith & Sons	Vendor	40,160		20.08
	Scrap Metals-Copper	Montgomery Scrap Corporation	Vendor	72.00		0.04
	Scrap Metals	Montgomery Scrap Corporation	Vendor	106,895	1.0%	53.45
Scrap Metal Total				154,467	1.0%	35.73
Voluntary	Tires (Fleet)	Lakin Tire East/Emanuel Tire	Vendor	22,480		11.24
	Tires (Volunteer Cleanup or Other Source)	Emanuel Tire	Vendor	4,994		2.50
	Motor Oil	Valicor	Vendor	3,840		1.92
	Computers & Electronics	Re-Stream	Vendor	10,613		5.31
	Light Bulbs	Veolia	Vendor	222		0.11
	Batteries - Cores	Delcoline	Vendor	8,500		4.25
	Batteries - General	Grainger	Vendor	289		0.14
	Batteries General	Bay Associates Environmental	Vendor	280		0.14
Reuse Products Total				51,218	0.4%	25.61
Construction Debris Voluntary	Dot-In - Dirt, Sod, Concrete	M-NCPPC Staff	Transfer Station	64,180		32.09
	Construction Debris	M-NCPPC Staff	Transfer Station	173,720		86.86
	Asphalt	The Recycling Center Inc.	Vendor	4,480,000		2,240
	Mixed Material	The Recycling Center Inc.	Vendor	3,080,000		1,540
	Clean Material	The Recycling Center Inc.	Vendor	280,000		140.00
	Construction Debris Total				8,077,900	51.0%
Recycling and Reuse Total				13,120,925	82.9%	0.0
Refuse	Refuse - MNCPPC Collection	M-NCPPC Staff	Transfer Station	1,558,380		779.19
	Solid Waste - 30 Yard Rolloff Dumpsters	Republic Services	Republic Services Location	299,020		149.51
	Solid Waste - Dumpsters	Republic Services	Republic Services Location	857,870		428.93
	Refuse Total				2,715,270	17.1%
Total Recycling & Refuse Volumes 2019				15,836,195	100.0%	729.84

Mandatory Reported Recycling Pounds 2020	Mandatory Reported Recycling %
4,991,807	64.8%

Mandatory and Voluntary Reported Recycling	Total Waste Diversion %
13,120,925	82.9%

Mandatory Reported Refuse Pounds 2020	Mandatory Reported Refuse %
2,715,270	35.2%

Mandatory Reported Recycling & Refuse Pounds 2020
7,707,077

Annual Business Recycling Report 2020

M-NCPPC, Montgomery County

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

With the instability of many recycling markets globally and the saturation of domestic markets nationwide, waste reduction has become an even more vital component of our solid waste and recycling program at M-NCPPC in Montgomery County. A primary driver of the program at M-NCPPC, Montgomery County includes well-labeled, conveniently located and co-located trash and recycling containers to help staff make appropriate decisions about material disposal.

As part of the culture of the organization, attempts are made to reduce use of paper in office settings. This includes increased use of digital files, digital signatures to reduce hard-copy paper routing, double-sided printing etc. The Department makes use of ePlans, a digital plan review and comment software which reduces the amount of printing required for review of large-file plan sheet documents.

Shared storage areas for office supplies and the ability to share/reuse durable supplies (e.g. binders/folders etc.) is common practice at staffed sites. The Department communicates widely over email when larger reusable, durable equipment or furniture is available to be repurposed at other M-NCPPC sites. Additionally, a number of our office sites maintain reusable plates, flatware, and drinkware for use by staff in place of single-use materials.

Waste reduction involves being thoughtful about material acquisition and material management but also includes going the extra mile to divert materials from the trash when it can be recycled through less convenient or less traditional channels.

Since 2018, through a partnership with the Maryland Department of Agriculture and the Montgomery County Department of Environmental Protection, a M-NCPPC, Montgomery Parks site now serves as the Montgomery County collection site for #2 HDPE pesticide/fertilizer containers used by businesses, organizations and citizens. Since these containers are not allowed to be disposed of through commingled recycling, this program helps to divert these materials from the trash and finds new and acceptable uses for the plastic. Through joint awareness campaigns between program partners, this program is increasing in popularity and use.

In 2020, to further hold ourselves accountable for reducing waste and increasing diversion of recyclable materials to proper recycling streams, Montgomery Parks Facilities Management Division kicked off a new waste audit initiative. Select employees within the agency now conduct unannounced waste audits at various parks/maintenance yards to review waste sorting operations and to identify and quantify missed recycling opportunities. Reports are generated for the site manager(s) and supervisors to help communicate findings and provide support, as needed. To date, management have responded positively to the program with remarks of appreciation for the audit as useful, actionable information is provided in each audit report.

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.

In 2020, the Department of Parks and the Planning Department opened the new Wheaton Headquarters building, a significant move that relocated staff from across 4 facilities. In preparation of this move, additional support and training was provided for staff to identify materials that may require disposal and information on appropriate recycling streams was provided, as applicable. This effort served to reduce the amount of recyclable material entering the waste stream from this large-scale move.

Recycling training (powerpoint and hands-on display workshop) continues to be provided to nearly all staff in the M-NCPPC, Department of Parks. Additionally, Recycling Captains have been identified at each staffed site. These staff are trained to assist in ensuring that recycling bins are co-located with trash bins, are located conveniently at the work site, and that clear messaging is provided to help users make appropriate waste disposal decisions.

In addition to the Recycling Captains, the Sustainability Coordinator for the Department makes themselves readily available and encourages staff to ask questions about recycling and waste disposal. Staff regularly reach out for guidance on these topics through phone, email and in-person communication. Having in-house staff that can serve as resources for others has proven to be very effective in communicating about disposal of a variety of materials.

To enhance communication with the public about recycling opportunities, new and improved decals were created to affix to our trash and recycling containers out in the parks. These decals were designed to be simple and eye-catching and are currently being assessed for effectiveness at reducing contamination in our recycling containers at several park sites county-wide.

The Recycling Truck Operator for the Department completes a report each time he visits a site to collect recyclables. This report includes compliance and contamination information as well as an estimated volume collected. This information makes it back to the Sustainability Coordinator who then follows up with the manager of any site where issues were identified. This communication helps to address and correct specific issues in a timely manner and allows staff to feel supported in making improvements at their site.

Special engagement activities are also provided for staff to encourage increased thought about waste reduction, reuse, and recycling. A popular activity takes place the week leading up to America Recycles Day in November of each year called (reusable) MUG SHOTS. Staff are encouraged to take a picture of themselves with their favorite reusable beverage container, also known as their MUG SHOT, and submit it into a raffle. The 2020 participant photos are shown below.



2020 collage of staff and their favorite reusable mug/beverage container

M-NCPPC Planned Program for 2021

The M-NCPPC Montgomery County Sustainability Plan was updated for FY20/FY21. Details of sustainability initiatives can be found in this plan. In addition, strategies planned for the 2021 calendar year for improvement to the M-NCPPC solid waste and recycling program include:

1. Implement projects and programs to encourage reuse, reduction in waste, and improved recycling by both M-NCPPC employees and park patrons.
2. Continue implementation of the visual waste assessment “Waste Audit” program and continue education and outreach to staffed sites about results.
3. Continue support of Recycling Captains as site leaders for ensuring program consistency across staffed facilities.
4. Continue implementation of affixing improved signage decals for trash and recycling containers out in the parks that are primarily used by park patrons. Begin assessing use of improved decals for effectiveness in reducing contamination in the recycling stream.
5. Continue analysis of and move forward, if feasible, on implementation of the use of trash/recycling container volume sensors. This technology has the potential to improve allocation of resources, reduce fuel consumption, reduce greenhouse gas emission and provide an improved customer experience through more targeted trash/recycling container maintenance.
6. Continue offering opportunities for reuse of durable equipment, furniture etc. to staff for reuse/repurposing at other M-NCPPC facilities.

M-NCPPC Montgomery County Infrastructure



MONTGOMERY PARKS, M-NCPPC

Parks Information Line: 301-495-2595

www.MontgomeryParks.org

OUR MISSION

Protect and interpret our valuable natural and cultural resources; balance the demand for recreation with the need for conservation; offer a variety of enjoyable recreational activities that encourage healthy lifestyles; and provide clean, safe, and accessible places for leisure-time activities.

PARK SYSTEM HIGHLIGHTS

Total number of parks: 424

Stream Length: 490 miles

Total owned or managed acres of parkland: 37,072 Total Park Boundary: 961 miles

TYPES OF PARKS

Conservation: 22

Neighborhood: 96

Special: 24

Local: 154

Neighborhood Conservation Area: 41

Stream Valley: 36

Miscellaneous Recreation/
Non-Recreation Facilities: 5

Recreational: 11

Urban: 30

Regional: 5

PARK FACILITIES

Archery: 2

Event Centers: 4

Park Activity Buildings: 28

Athletic fields: 363

Exercise Stations: 48

Picnic Shelters – Non-Permitted: 48

Basketball courts: 229

Formal Botanical Gardens: 2

Picnic Shelters – Permitted: 88

Boating Facility – Rentals: 2

Golf Courses: 4

Playgrounds: 276

Boating Landing Ramps: 3

Gymnasiums: 1

Skate Parks: 3

BMX Track: 1

Historic Sites: 43

Splash Playground: 1

Campgrounds – Full Service: 1

Historic Structures: 111

Tai Chi Courts: 1

Campgrounds – Primitive: 2

Ice Rinks: 2

Tennis Centers – Indoor: 3 (20 courts)

Campsites: 102

Lakes: 4

Tennis Courts – Outdoor: 303

Carousel: 1

Large Group Picnic Areas: 2

Trails – Canoe: 5.4 miles

Community Gardens: 11

Miniature Golf: 1

Trails – Natural Surface: 201 miles

Cricket Fields: 7

Miniature Trains: 2

Trails – Paved: 68.6 miles

Dog Parks: 6

Nature Centers: 4

Volleyball: 21

Driving Range (Stand Alone): 1

Outdoor Rope Courses: 1

Equestrian Centers: 6

Overlay football/soccer fields: 41

PARK BUDGET

Adopted Operating Budget FY2020

\$122.0 million

Capital Improvements Program FY2019-2024

\$76.0 million for acquisition

Capital Improvements Program FY2019-2024

\$167.7 million for development

As of May 2020

Source: EAM, GIS, and the Parks Acquisition Ledger

M-NCPPC Montgomery County - Recycling Dumpster Locations

Recycling Dumpster Locations 2020	
Location	Address
Agricultural History Farm Park	18400 Muncaster Road, Derwood, MD 20855
Barnett Hillandale Office Building	10611 New Hampshire Avenue, Silver Spring, MD 20904
Black Hill Regional Park	20930 Lake Ridge Drive, Boyds, MD 20841
Brookside Gardens	12301 Fernmont Lane, Wheaton, MD 20902
Cabin John Ice Rink	10610 Westlake Drive, Rockville, MD 20852
Cabin John Indoor Tennis	7801 Democracy Blvd., Bethesda, MD 20817
Cabin John Regional Park Maintenance Facility	7700 Tuckerman Lane, Bethesda, MD 20854
Green Farm Maintenance Facility	8301 Turkey Thicket Drive Gaithersburg, MD 20879
Little Bennett Maintenance Yard	23701 Frederick Road, Clarksburg, MD 20871
Martin Luther King, Jr. Regional Park	1120 Jackson Road, Silver Spring, MD 20904
Meadowbrook Maintenance Facility	8000 Meadowbrook Lane, Chevy Chase, MD 20815
Montgomery County Regional Office	8787 Georgia Avenue, Silver Spring, MD 20901
Olney Manor Recreational Park Maintenance Yard	16601 Georgia Avenue, Olney, MD 20832
Parkside Headquarters	9500 Brunett Avenue, Silver Spring, MD 20901
Pope Farm Nursery	7400 Airpark Road, Gaithersburg, MD 20879
Rock Creek Regional Park	15881 Beach Drive, Rockville MD 20855
Rockwood Manor Park	11001 MacArthur Blvd, Potomac, MD 20854
Saddlebrook Park Police Headquarters	12751 Layhill Road, Wheaton, MD 20905
Seneca Creek, Lodge	14500-A Clopper Road, Boyds, MD 20841
South Germantown Recreational Park	18041 Central Park Circle Boyds, MD 20874
Water's House	12535 Milestone Manor Lane, Germantown MD 20876
Wheaton Regional Park, Indoor Ice Rink	11717 Orebaugh Avenue, Wheaton, MD 20902
Wheaton Regional Park Maintenance Facility	12012 Kemp Mill Road, Wheaton, MD
Woodlawn Manor House and Park Police (2 sets)	16501 Norwood Road, Silver Spring, MD 20901

M-NCPPC Montgomery County - Refuse Dumpster Locations

Refuse Dumpster Locations 2020	
Location	Address
Agricultural History Farm Park	18400 Muncaster Road, Derwood, MD 20855
Barnett Hillandale Office Building	10611 New Hampshire Avenue, Silver Spring, MD 20904
Brookside Gardens	12301 Fernmont Lane, Wheaton, MD 20902
Cabin John Ice Rink	10610 Westlake Drive, Rockville, MD 20852
Cabin John Indoor Tennis	7801 Democracy Blvd., Bethesda, MD 20817
Little Bennett Regional Park - Campground (3 dumpsters)	23705 Frederick Road, Clarksburg, MD 20871
Little Bennett Regional Park Maintenance Yard	23701 Frederick Road, Clarksburg, MD 20871
Martin Luther King, Jr. Regional Park	1120 Jackson Road, Silver Spring, MD 20904
Montgomery County Regional Office	8787 Georgia Avenue, Silver Spring, MD 20901
Olney Manor Recreational Park Maintenance Yard	16601 Georgia Avenue, Olney, MD 20832
Parkside Headquarters	9500 Brunett Avenue, Silver Spring, MD 20901
Pope Farm Nursery	7400 Airpark Road, Gaithersburg, MD 20879
Rock Creek Regional Park Maintenance Yard	15881 Beach Drive, Rockville MD 20855
Rockwood Manor Park	11001 MacArthur Blvd, Potomac, MD 20854
Saddlebrook Park Police Headquarters	12751 Layhill Road, Wheaton, MD 20905
Seneca Creek, Lodge	14500-A Clopper Road, Boyds, MD 20841
South Germantown Recreational Park	18041 Central Park Circle Boyds, MD 20874
South Germantown Recreational Park (Splash Park)	18056 Central Park Circle, Boyds, MD 20874
Wheaton Regional Park, Indoor Ice Rink	11717 Orebaugh Avenue, Wheaton, MD 20902
Wheaton Regional Park, Indoor Tennis	11715 Orebaugh Ave, Wheaton, MD 20902
Woodlawn Manor House and Park Police	16501 Norwood Road, Silver Spring, MD 20901

M-NCPPC Montgomery County - 30 Yard Roll Off Dumpster Locations

30 Yard Dumpster Locations 2020	
Location	Address
Black Hill Regional Park	20930 Lake Ridge Drive, Boyds, MD 20841
Black Hill Regional Park (Brush)	20930 Lake Ridge Drive, Boyds MD 20841
Cabin John Regional Park Maintenance Facility	7700 Tuckerman Lane, Bethesda, MD 20854
Green Farm Maintenance Facility	8301 Turkey Thicket Drive Gaithersburg, MD 20879
Meadowbrook Maintenance Facility	8000 Meadowbrook Lane, Chevy Chase, MD 20815
Saddlebrook Park Police Headquarters (Temporary 19/20)	12751 Layhill Road, Wheaton, MD 20905
Wheaton Regional Park Maintenance Facility	12012 Kemp Mill Road, Wheaton, MD 20902

30 Yard SCRAP METAL Dumpster Locations 2020

Location	Address
Green Farm Maintenance Facility	8301 Turkey Thicket Drive Gaithersburg, MD 20879
Meadowbrook Maintenance Facility	8000 Meadowbrook Lane, Chevy Chase, MD 20815

M-NCPPC Montgomery County - Vendors and Disposal Contractors

Vendors and Disposal Contractors	
Vendor	Address
Bay Associates Environmental, Inc.	P.O. Box 21009, Baltimore MD 21228
Delcoline	4919 Lawrence Street, Hyattsville MD 20781
Emanuel Tire	1300 Moreland Ave, Baltimore MD 21216
Joseph Smith & Sons	2001 Kenilworth Ave, Capitol Heights MD 20743
Lakin Tire East/Emanuel Tire	1300 Moreland Ave, Baltimore MD 21216
Montgomery Scrap Corporation	15000 Southlawn Lane, Rockville MD 20850
Montgomery County Solid Waste Processing Facility and Transfer Station	16101 Frederick Road, Derwood MD 20855
Pope Farm Nursery (M-NCPPC - Yard Waste)	7400 Airpark Road, Gaithersburg, MD 20879
The Recycling Center	14852 Old Gunpowder Road, Laurel MD 20707
Republic Services	8145 Reichs Ford Road, Frederick, MD 21704
Re-Stream	11850 Baltimore Avenue Suite B, Beltsville, MD 20705
Valicor	17551 Powerhouse Road, Williamsport MD 21795
Veolia – Battery Recycling	90 Pleasant Street, West Bridgewater, MA 02379
Veolia – Light Bulb Recycling	1400 Ridgely Street, Baltimore, MD 21230