

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 _____

**2021 Annual Business Recycling and Waste Reduction Report
Maryland National Capital Park and Planning Commission (M-NCPPC) - Montgomery County**

M-NCPPC - Montgomery County				Summary for 2021		
				Jan 1, 2021 to Dec 31, 2021	%	Jan 1, 2021 to Dec 31, 2021
Product	Item	Hauler	Disposal Location	Report - Pounds		Report - Tons
Recycling MANDATORY	White Paper - MNCPPC Collection	M-NCPPC Staff	Transfer Station	64,120		32.06
	Commingled - MNCPPC Collection	M-NCPPC Staff	Transfer Station	9,720		4.86
	Rigid Plastics	M-NCPPC Staff	Transfer Station	2,200		0.56
	Rigid Plastics	Department of Agriculture	Vendor	700		0.35
Recycle Total				76,740	0.9%	37.83
Yard Waste & Composting MANDATORY	Yard Waste - MNCPPC Collection	M-NCPPC Staff	Transfer Station	56,880		28.44
	Yard Waste	Republic Services	Republic Services Location	82,680		41.34
	Yard Waste & Composting	Multipile Locations MNCPPC Staff	Composting in Parks	4,660,000		2,330.00
Yard Waste Total				4,799,560	55.0%	2,399.78
Reuse Products Scrap Metal MANDATORY	Scrap Metals	M-NCPPC Staff	Transfer Station	820		0.41
	Scrap Metal	Joseph Smith & Sons	Vendor	43,420		21.71
	Scrap Metal	Montgomery Scrap Corporation	Vendor	48,840	1.1%	24.42
Scrap Metal Total				93,080	1.1%	46.54
Reuse Products Voluntary	Tires (Fleet)	Lakin Tire East/Emanuel Tire	Vendor	313,800		156.90
	Tires (Volunteer Cleanup or Other Source)	Emanuel Tire	Vendor	21,120		10.56
	Motor Oil	Valicor	Vendor	7,736		3.87
	Computers & Electronics	Re-Stream	Vendor	10,702		5.35
	Light Bulbs	Grainger	Vendor	747		0.37
	Batteries - Cores	Delcoline	Vendor	13,350		6.68
	Batteries - General	Grainger	Vendor	190		0.10
	Reuse Products Total				367,645	6.6%
Construction Debris Voluntary	Dot-In - Dirt, Sod, Concrete	M-NCPPC Staff	Transfer Station	20,900		10.45
	Construction Debris	M-NCPPC Staff	Transfer Station	71,440		35.72
	Asphalt	The Recycling Center Inc.	Vendor	62,000		31
	Mixed Material	The Recycling Center Inc.	Vendor	28,000		14
	Clean Material	The Recycling Center Inc.	Vendor	10,000		5.00
	Construction Debris Total				192,340	2.2%
Recycling and Reuse Total				5,529,365	63.3%	2,764.1
Refuse	Refuse - MNCPPC Collection	M-NCPPC Staff	Transfer Station	1,875,560		937.78
	Solid Waste - 30 Yard Rolloff Dumpsters	Republic Services	Republic Services Location	430,420		215.21
	Solid Waste - Dumpsters	Republic Services	Republic Services Location	895,960		447.98
Refuse Total				3,201,940	36.7%	1,601.0
Total Recycling & Refuse Volumes 2021				8,731,305	100.0%	2,204.84

Mandatory Reported Recycling Pounds 2021	Mandatory Reported Recycling %
4,969,380	60.8%

Mandatory and Voluntary Reported Recycling Pounds 2021	Total Waste Diversion %
5,529,365	63.3%

Mandatory Reported Refuse Pounds 2021	Mandatory Reported Refuse %
3,201,940	39.2%

Mandatory Reported Recycling & Refuse Pounds 2021
8,171,320

Annual Business Recycling Report 2021

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.

There are several initiatives that continued forward through 2021 and have become part of the core 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. While not all staff at M-NCPPC have been able to telework through the COVID-19 pandemic, a good number of staff have teleworked in 2021 and this remote work has reduced the paper waste of the organization as many work programs increased their digital capabilities.

Waste of supplies is further reduced through development and maintenance of 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.

As noted in a previous report, 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. This program continues to move forward and 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, each of our sites have been assessed at least once and in 2022, these waste audits will begin their second round. Management continues to 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.

Recycling training was not provided to staff in 2021, but the Sustainability team made themselves available to provide education and guidance to staff through the waste audit initiative or simply through being available to answer questions as needed. Staff regularly reach out for guidance on recycling and waste 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. Recycling training is expected to return in 2022.

The program of improving communication with the public about recycling opportunities continued as the new and improved decals for trash and recycling containers were affixed at several parks in 2021. These decals were designed to be simple and eye-catching and appear to be making a difference in improving waste diversion.

The Department continued success in hauling commingled materials and mixed paper cardboard to the Transfer Station. The Recycling Truck Operator for the Department has continued the practice of completing 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, along with the Waste Audit program mentioned above helps to address and correct specific issues in a timely manner and allows staff to feel supported in making improvements at their site. Additionally, this process has provided for high-quality recyclable materials being sent to the Transfer Station. To date, the Department of Parks has not had a single load of recycling turned away from the Transfer Station for contamination.

Special engagement activities are also provided for staff to encourage increased thought about waste reduction, reuse, and recycling. For America Recycles Day in November 2021 the Sustainability Office ran a “Closet Cleanout Challenge” encouraging staff to participate by cleaning out their closets and donating useful items to local organizations to serve those in need.



2021 Winner of the Closet Cleanout Challenge (M-NCPPC, Dept of Parks Employee, Holly Dunne)

M-NCPPC Planned Program for 2022

The M-NCPPC Montgomery County Sustainability Plan will be updated for FY23 which will include updated goals for resource management and recycling. In addition, strategies planned for the 2022 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.
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: 421

Stream Length: 490 miles

Total owned or managed acres of parkland: 37,100 Total Park Boundary: 966 miles

TYPES OF PARKS

Conservation: 22

Neighborhood: 96

Special: 24

Local: 154

Neighborhood Conservation Area: 41

Stream Valley: 37

Miscellaneous Recreation/
Non-Recreation Facilities: 3

Recreational: 11

Urban: 28

Regional: 5

PARK FACILITIES

Archery: 2

Event Centers: 4

Park Activity Buildings: 25

Athletic fields: 362

Exercise Stations: 50

Picnic Shelters – Non-Permitted: 48

Basketball courts: 227

Formal Botanical Gardens: 2

Picnic Shelters – Permitted: 88

Boating Facility – Rentals: 2

Golf Courses: 4

Playgrounds: 275

Boating Landing Ramps: 3

Gymnasiums: 1

Skate Parks: 3

BMX Track: 1

Historic Sites: 43

Splash Playground: 1

Campgrounds – Full Service: 1

Historic Structures: 114

Tai Chi Courts: 1

Campgrounds – Primitive: 2

Ice Rinks: 2

Tennis Centers – Indoor: 3 (20 courts)

Campsites: 102

Lakes: 4

Tennis Courts – Outdoor: 299

Carousel: 1

Large Group Picnic Areas: 2

Trails – Canoe: 5.4 miles

Community Gardens: 12

Miniature Golf: 1

Trails – Natural Surface: 201 miles

Cricket Fields: 8

Miniature Trains: 2

Trails – Paved: 68.6 miles

Dog Parks: 8

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 FY2021

\$130.9 million

Capital Improvements Program FY2021-2024

\$51.3 million for acquisition

Capital Improvements Program FY2021-2024

\$193.7 million for development

As of September 2021

Source: EAM, GIS, and the Parks Acquisition Ledger

M-NCPPC Montgomery County - Recycling Dumpster Locations

Recycling Dumpster Locations 2021	
Location	Address
Agricultural History Farm Park	18400 Muncaster Road, Derwood, MD 20855
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
Olney Manor Recreational Park Maintenance Yard	16601 Georgia Avenue, Olney, MD 20832
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 Headquarters	2425 Reedie Drive, Wheaton, MD 20902
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	16501 Norwood Road, Silver Spring, MD 20901

M-NCPPC Montgomery County - Refuse Dumpster Locations

Refuse Dumpster Locations 2021	
Location	Address
Agricultural History Farm Park	18400 Muncaster Road, Derwood, MD 20855
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
Olney Manor Recreational Park Maintenance Yard	16601 Georgia Avenue, Olney, MD 20832
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 Headquarters	2425 Reddie Drive, Wheaton, MD 20902
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 2021	
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 2021

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
Delcoline	4919 Lawrence Street, Hyattsville MD 20781
Department of Agriculture	50 Harry S Truman Parkway Annapolis, MD 21401
Emanuel Tire	1300 Moreland Ave, Baltimore MD 21216
Grainger	701 Dover Road STE C, Rockville, MD 20850
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	1400 Ridgely Street, Baltimore, MD 21230