

Anne Arundel County residents can recycle even more items like:

- ELECTRONICS
- AIR CONDITIONERS
- YARD WASTE
- TIRES
- MOTOR OIL
- SCRAP METAL
- VINYL SIDING
- DEHUMIDIFIERS
- APPLIANCES
- OYSTER AND CLAM SHELLS

at the Anne Arundel County Recycling Centers!

#### NORTHERN RECYCLING CENTER

100 Dover Rd, Glen Burnie, MD 21060  
Monday - Saturday 8:00 AM - 4:00 PM

#### CENTRAL RECYCLING CENTER

389 Burns Crossing Rd, Millersville, MD 21144  
Monday - Saturday 8:00 AM - 4:00 PM

#### SOUTHERN RECYCLING CENTER

5400 Nutwell Sudley Rd, Deale, MD 20751  
Monday - Saturday 8:00 AM - 4:00 PM

For more information and updates  
regarding our program, visit:

[www.RecycleMoreOften.com](http://www.RecycleMoreOften.com)

[www.AACounty.org/DPW/WasteManagement](http://www.AACounty.org/DPW/WasteManagement)

[www.Facebook.com/AnneArundelRecycling](http://www.Facebook.com/AnneArundelRecycling)



Recycle  
More Often.com



Recycle.  
More.Often.

Apartments and  
Condominiums

A Guide for Property Management

# INTRODUCTION

## MESSAGE TO PROPERTY OWNERS

Dear Owners and Managers,

In 2012, the Maryland General Assembly passed House Bill 1, Environment Recycling Apartment Buildings and Condominiums. The law took effect on October 1, 2012, and requires property owners or managers of apartment buildings or councils of unit owners of condominiums with ten or more dwelling units to provide for collection and removal for recycling of recyclable materials for the residents on or before October 1, 2014. At a minimum, property owners or managers will be required to collect metal containers, plastic containers, glass containers, and paper for recycling.

While Anne Arundel County provides weekly curbside recycling to over 153,000 residential homes, some residents live in multi-family residences that may not receive recycling services.

Apartment building recycling programs face challenges that are very different from typical curbside recycling programs. For example, apartment buildings face high resident and management turnover, space restrictions, and diverse building size, structure and demographics. This guide has been designed to assist you, the property owner or manager, in implementing a recycling program consistent with the requirements mandated by House Bill 1, Environment Recycling Apartment Buildings and Condominiums. Use this guide as a reference tool to meet program requirements, and remember that the Anne Arundel County Recycling Division can help with any question or concerns.

Anne Arundel County Recycling Division  
 2662 Riva Road - Annapolis, MD 21401  
 Phone: (410) 222-7951 Fax: (410) 222-4484

# SAMPLE OF MARYLAND REPORT ACT



\_\_\_\_\_  
 Name of Business

Maryland Recycling Act (MRA)  
 Business Tonnage Reporting Form  
 Anne Arundel County, Maryland  
 January 1 - December 31, 2012

**YOUR RESPONSE IS REQUESTED  
 BY MARCH 1, 2013**

**NOTE: PLEASE REPORT IN TONS (1 ton = 2000 LBS)**

MATERIAL CATEGORY	RECYCLED	WEIGHT	PROCESSOR (Name, City & State)
<b>Unrecyclable Combustibles</b>	Combusted paper, plastic & metal		
<b>Corrugated or Mixed</b>	Mixed and Recycled		
<b>Cardboard</b>	Cardboard		
<b>Other</b>	Other		
<b>Plastic</b>	Mixed Plastic		
<b>Other</b>	Other		
<b>Metal</b>	Mixed Metal		
<b>Other</b>	Other		
<b>Paper</b>	Mixed Paper		
<b>Other</b>	Other		
<b>Other Materials</b>	Mixed Other		
<b>Other</b>	Other		
<b>General Trash</b> <sup>***</sup> RECYCLED	DISPOSED		
<b>TOTAL</b> (in Tons) 1 TON = 2000 LBS		>>>	

<sup>\*\*</sup> Broken bottles (e.g., glass, metal, plastic, and other), food, tree stumps, rock, brick and concrete, logs, vegetation, and refuse from land-clearing operations that if not recycled are directed to land-clearing debris, rubble, or O&D facilities. Land-clearing recycling information is included in the "Compost or BULK" category.

<sup>\*\*\*</sup> Please check one

<sup>\*\*\*</sup> You can request for exact coverage from your Trash Hauler/Processor. If unavailable, please use standard Business Waste Estimation Sheet.

# SAMPLE

## Reporting

In accordance with the passing of Maryland General Assembly House Bill 1, it is now required that each year the owner or manager of a property with ten or more units must report the total solid waste volume, to include trash and recycling, collected from the property. The report is necessary to confirm the properties' compliance with the mandatory recycling legislations.

The reporting mechanism will be the Maryland Department of Environment's current Maryland Recycling Act report. A sample of the report is provided on page 18. Anne Arundel County's Recycling Division will transmit the required reporting package to each property shortly after the start of a new calendar year, requesting the required information from the previous year. Detailed information on how to complete the reporting documents will be included within the package. [The Recycling Division can provide assistance if needed.](#)

The reporting requirement will begin upon the completion of calendar year 2014.



Announce your commitment and responsibility to recycling and improving the environment. Free and available at the Office of the Recycling Division.

## WHY RECYCLE?

**Impact Your Bottom Line:** Rates for recycling are typically less than those for disposing of trash. Adding recycling as an option for your residents will reduce the amount of trash that will have to be disposed of by diverting recyclables out of the trash receptacle and into the recycling container. A successful recycling program may allow you to reduce the size of your trash receptacles and reduce the number of times the containers are emptied.

**Making Your Complex Attractive to Tenants:** Many apartment tenants want to conserve and protect the environment and a recycling program gives them the opportunity to do the right thing. An effective recycling program may also be a good selling point for new tenants. In addition, studies have shown that tenants take more responsibility in their community when services such as recycling are available to them.

**Helping Your Community and Helping the Environment:** Recycling conserves valuable landfill space and provides reclaimed materials for manufacturing as well as saves precious natural resources from being harvested from the environment.



## BENEFITS OF RECYCLING

By recycling rather than discarding waste, materials are diverted from landfills. Although burying waste in landfills has been a common practice for many years, landfilling is not a sustainable solution. With large amounts of waste ending up in landfills, available landfill space is diminishing, and as space availability becomes limited, disposal costs will continue to rise. When these materials are disposed of in a landfill, they cannot be easily recovered, recycled, and reused.

Implementing a recycling program allows reusable resources to be recovered rather than buried in a landfill. By recycling, apartment properties will have a positive local and global impact both environmentally and economically.

## REGISTER YOUR PROPERTY

In order to verify our records we ask that all property owners or managers complete and submit the "Apartment and Condominium Recycling Registration Form". A sample form is shown on pages 9-10. You may obtain the form at [www.aacounty.org](http://www.aacounty.org). You only need to fill out the form once, however, if there are changes such as new management or owner, or alterations to your program, we ask that you submit a revised form. New properties owners or managers of new apartment or condominium occupied after October 1, 2014 must submit a registration form within thirty (30) days from having received a Certificate of Occupancy. Extensions may be provided by the Deputy Director or a designee to the property owner or manager in certain circumstances. Please contact the Recycling Division for more information at (410) 222-7951.

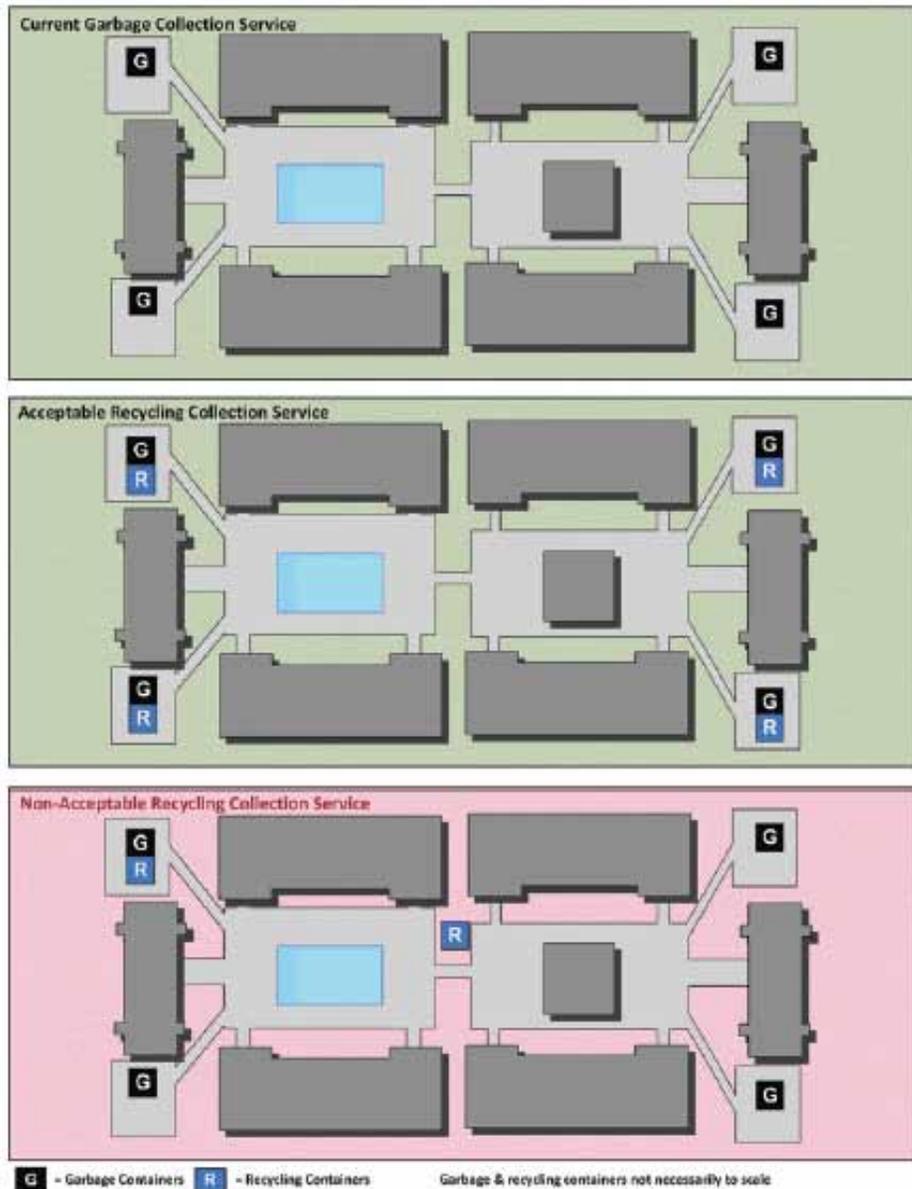
## RECYCLING CONTAINERS (INTERIOR)

### Interior Recycling Containers

We recommend that property owners or managers provide occupants with in-unit containers to store recyclables. If occupants will not be provided with an in-unit container, property owners or managers are encouraged to inform their occupants of the various ways recyclables can be stored in their living unit using items like plastic containers, laundry baskets, trash cans converted into recycling containers, etc. If in-unit containers will be provided, remind your occupants that interior recycling containers are the property of the community and are to remain in their unit after they have moved out.



Recycling Containers Placement Example



Tip: Visit [www.aacounty.org/DPW/WasteManagement](http://www.aacounty.org/DPW/WasteManagement) and select "Apartment Building and Condominium Recycling Program" to obtain a list of commonly asked questions pertaining to recycling planning and implementation.

**Step 1: Register Your Property** Visit the County's Waste Management Services website at <http://www.aacounty.org/DPW/WasteManagement> and access the "Apartment and Condominium Recycling Registration Form". Fill out the form online or mail a copy to the Recycling Division.

**Step 2: Designate a Recycling Coordinator** The Recycling Coordinator can be anyone that wants to get involved. Typically a landlord, property manager, or maintenance person is often the best choice. These individuals are familiar with the waste management system and the residents. They are in the best position to communicate with service providers and residents to determine what will work and what will not. If there is a tenant association, a committee could also be involved reviewing plans, implementing the program, and promoting participation.

**Step 3: Contact a Service Provider** Start by contacting your current waste service provider and find out if they offer recycling collection services to apartment or condominium properties. If the current provider does not offer recycling collection services, contact other service providers in the area to obtain information about available services. If you need a listing of providers in the area contact the Recycling Division.

**Step 4: Determine Collection Method** Talk with your service provider about the recycling service they offer. Discuss how materials will be sorted (single-stream vs. dual-stream) and determine the number and type of containers needed to handle the quantity of recyclable materials that will be collected in your community. Remember at minimum, property owners or managers are required to collect metal containers, plastic containers, glass containers, and paper for recycling.

**Step 5: Determine Container Locations** Identify the locations for the collection containers. To ensure participation, be sure to make recycling convenient for the tenants. Work with your staff, service provider, and Recycling Coordinator to determine the best locations for your community. We recommend placing recycling containers next to any trash receptacles.

**Step 6: Launch Your Recycling Program** Prior to launching the program, ensure that all recycling containers are in place and labeled appropriately. Also, confirm with staff and the Recycling Coordinator to that they are aware of what their responsibilities are.

**Step 7: Outreach** Provide tenants and visitors with the guidelines of your recycling program using posters, brochures etc. Signage should be posted near all collection locations and should be appropriate for the tenant's language.



The Anne Arundel County Recycling Division is available to answer questions, offer literature, and provide technical assistance. Program Specialists are also available for presentations for your staff and residents.

## Signage

Owners or managers must provide clear and visible signage on containers indicating the container is for the collection of recyclables only and list the type of recyclable materials accepted.



### Placement of Exterior Recycling Containers

Recycling containers must be placed in a location that will allow for the disposal of recyclable materials to be as convenient as garbage materials.

It is recommended that recycling containers be placed in close proximity to trash receptacles to increase convenience to occupants. Recycling containers set far apart from trash receptacles may increase the likelihood of occupants disposing of their trash in the recycling containers if the recycling container is closer than the trash receptacle. Make certain that the placement of outdoor containers for recyclable material are in areas that allow for easy, quick, and convenient access. A diagram illustrating what is meant by "convenient placement of recycling containers" has been provided on the following page.

- Website information and E-blasts to occupants
- Ask occupants to serve as recycling advocates by having them volunteer to communicate recycling information to other occupants
- Special events that encourage recycling at your property

## RECYCLING CONTAINERS (EXTERIOR)

Property owners or managers are responsible for supplying recycling containers of appropriate size and number to accommodate for anticipated recyclables. Containers may be acquired through private contracts with your recycling collector or through other appropriate means.

### Calculating Number of Exterior Containers

The number of recycling containers should be based on the estimated volume of recyclable materials that will be generated and recycled by occupants on a weekly basis.

Determine the size and number of recycling containers to be placed throughout the property by using any of the following options:

- Waste service providers may conduct an on-site waste assessment to evaluate the amount of recyclables generated and determine the size of containers required, the number of exterior recycling containers needed, and the level of service necessary.
- Recycling Division staff is available to assist property owners and managers in conducting a waste assessment and property inspection to determine the best location for containers.

## DESIGNING YOUR PROGRAM

An effective and well-run recycling program depends heavily on the involvement and expert knowledge of the property manager and the efforts of supporting staff members. We understand that each property's onsite recycling program will be managed differently. For that reason, the next few sections have been designed to assist property owners and managers in considering and planning for the different facets of an apartment building or condominium recycling program.

### Identify a Recycling Coordinator

The Recycling Coordinator will oversee all program elements. This individual is responsible for leading the implementation of the recycling program, monitoring service from the service provider, keeping occupants informed, and providing reporting information as required by the Recycling Division. The Recycling Coordinator should continually assess the progress of the program in order to identify areas that may need reconfiguring or areas where additional staff support may be needed.



### Enlist Support from Staff

Because there are several components to developing and maintaining a recycling program, enlisting support from other team members is critical to the sustainability and effectiveness of an onsite recycling program. Staff may need to assist with communicating program details to new and existing occupants, developing informational material, disseminating literature, motivating occupants, and increasing program awareness.

### Contracting with a Recycling Collector

Collection services for recyclable materials can be provided by your current waste service provider, by a separate recycling service provider, or property owners and managers can opt to transport recyclables. Each community will be responsible for obtaining a contract with a recycling service provider or providing documentation of self-transporting.

### Acquiring Recycling Service from Current Provider

To get started, contact your current waste service provider and find out if they offer recycling collection to apartment properties. Investigate how fees will be affected upon requesting a recycling service along with the current trash service.

### Current Provider Does Not Offer Recycling Service

Contact other waste service providers in the area. Discuss recycling options and determine the costs associated with obtaining the services. Check with the Recycling Division for names of recycling service providers in the area.

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## EDUCATION FOR RESIDENTS

Recycling program information should be provided to all existing occupants at program start and to new occupants upon move-in. All occupants should be given information and instruction if any changes are made.

Information should be easy to understand by clearly explaining all aspects of the program including the basics and benefits of recycling, items accepted and not accepted (provided by your service provider), how to prepare the recyclables, where recycling containers are located, and any additional information that may be needed, including contact information. Educational materials should be posted in common areas such as laundry rooms, mail areas, and the main lobby.

### Outreach

An effective recycling program is one that draws and sustains high levels of participation. Participation is best promoted through education. Outreach efforts must be continual for residents due to their high turnover rate. Several methods can be used to encourage occupants to recycle consistently. Examples include:

- Informative meetings
- Training sessions with small resident groups
- Newsletter, brochures, or flyers
- Door hangers
- Door-to-door outreach
- Promotional items
- Surveys
- E-mail address so occupants can easily communicate concerns and questions to property management



## HOUSEHOLD WASTE: PROPER STORAGE

### Anne Arundel County Health Department Tips

**Garbage/Recycling Containers** The owner of a property is responsible for providing a sufficient number of leak-proof, outside garbage/recycling containers with lids for the proper storage and disposal of household waste.

**Size/Quantity** Containers must be sufficient in size and must be provided in adequate numbers to prevent overflow of household waste between collections.

**Use of Plastic Bags** Plastic bags are subject to breakage by birds, dogs, cats, rodents, raccoons and foxes. A leak-proof plastic bag used in combination with approved containers is recommended for storage and disposal of household waste.

**Accumulation of Litter on a Property** The exterior property and premises must be maintained in a manner that is free from the accumulation of litter.

## County Recycling Centers

Property owners or managers may opt to bring RECYCLABLES ONLY to a materials recovery facility or one of the County's Recycling Centers. Owners or managers of a property that elect to transport recyclable materials will be required to submit an annual report which documents the following:

- Total number of living units served
- Total number of tons of recyclable material collected
- Name and address of the recycling facility to which the recyclable materials collected within the County were delivered for recycling

Tip: If your current waste service provider does not provide recycling services, consider acquiring both waste and recycling services from a single-contract upon termination of your current contract.



The Northern Recycling Center located in Glen Burnie - Other locations include the Central Recycling Center in Severn as well as the Southern Recycling Center in Deale.

# SAMPLE OF APARTMENT AND CONDOMINIUM RECYCLING REGISTRATION FORM



## Apartment and Condominium Recycling Registration Form

This Form Is:  First Submittal       Revised Form      Date: \_\_\_\_\_

### Section 1: Property Information

Property Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Number of Units: \_\_\_\_\_ Number of Residents: \_\_\_\_\_

### Section 2: Property Owner/Manager Information

**For Owners:**  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**For Management Companies:**  
 Company: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Section 3: Current Waste/Recycling Hauler Information

- This property receives waste services from \_\_\_\_\_ (List service provider)
- This property receives recycling services from \_\_\_\_\_ (List service provider)
- This property does not currently receive recycling services

# SAMPLE

Recycled Paper

### Section 4: Waste and Recycling Containers

Indicate the number of containers used for trash and recycling collection. If you are unsure how to complete this section, check with your waste/recycling hauler before submitting. If you do not currently have a recycling program, please indicate the type and number of recycling containers that will be implemented at the property and complete Section 5.

Current Trash Containers		
Type of Containers	# of Containers	Collection Frequency
2 cu. yd dumpster		
4 cu. yd dumpster		
6 cu. yd dumpster		
8 cu. yd dumpster		
96 gallon cart		
Roll-off container		
Compactor		
Trash chute		
Valet bags		
Other:		

Current Recycling Containers		
Type of Containers	# of Containers	Collection Frequency
2 cu. yd dumpster		
4 cu. yd dumpster		
6 cu. yd dumpster		
8 cu. yd dumpster		
96 gallon cart		
Roll-off container		
Compactor		
Trash chute		
Valet bags		
Other:		

### Section 5: Future Recycling Program Information

Provide information on your future recycling program. This is not binding and can be changed at anytime by submitting a new Registration Form.

Start Date for Recycling Program: \_\_\_\_\_

- The following materials will be recycled at this property:
- Paper
  - Cardboard
  - Plastic Containers
  - Aluminum Cans
  - Tin/steel Cans
  - Glass
  - Other: \_\_\_\_\_

- Collection Information:**
- This property plans to use the waste hauler noted in Section 3 for recycling collection.
  - This property plans to use (list company) \_\_\_\_\_ for recycling collection.
  - This property plans to self-haul recycling to the following location \_\_\_\_\_

### Section 6: Signature

By completing this section I affirm that the information provided on this form is true, correct and complete to the best of my knowledge.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recycled Paper