

RESOURCES

Tools & Tips

We know every business is different, but some things should be the same everywhere. Be sure to label all recycling and trash containers and always place them side-by-side. Make recycling easy, convenient and obvious.



Recycling Bin Label

All recycling containers should have a label that lists what is accepted.



Trash Can Label

Remind customers and staff that ONLY trash goes in a trash can.



Window Cling

Let your customers know you recycle.

Contact a Recycling Specialist

Need more help or have a question? Contact the Recycling and Waste Reduction Division and speak directly with a Specialist.



Recycling and Waste Reduction Division

Heritage Office Complex

2662 Riva Road; Annapolis, MD 21401

P: 410-222-7951 F: 410-222-4484

A RECYCLING GUIDE FOR THE WORKPLACE for Owners, Managers, & Employees



Get On Board!

Get Fit - Trim Your Waste

WHY RECYCLE?



Recycling shows your customers and employees that your business cares. Recycling conserves natural resources, saves money and energy and reduces greenhouse gases.



Recycling reduces the amount of trash being placed in your dumpster. With less trash, your business may be able to reduce the frequency of your trash collection, decrease dumpster size, and save money.



No business is too big or too small to start recycling!

WAYS YOU CAN RECYCLE

Recycling Centers

Businesses can drop off an unlimited amount of paper, plastic, metal and glass at any of our Recycling Centers. Business may also bring unlimited amounts of cardboard, free of charge, to the Paper Recovery Facility at the Millersville Landfill.

Private Hauler Recycling Collection

Many private haulers provide recycling collection. Contact your current trash hauler to find out available opportunities. If your current trash hauler cannot provide recycling services, contact the Recycling and Waste Reduction Division for a list of private haulers or visit www.MDRecycles.org.

Curbside Collection - Recyclables ONLY

If your business is interested in receiving curbside collection of recyclable ONLY contact the Recycling and Waste Reduction Division at 410-222-7951 to discuss your collection options and details of the County's Small Business Recycling Program.

Recycle Even More . . .

Some businesses recycle materials like scrap metal, vegetable oil, ink cartridges, and electronics. Visit www.MDRecycles.org for more information.

SOURCE REDUCTION TIPS

Eliminating waste before it is created!

Source reduction is a pro-active, practical way to avoid the need to collect, process, and/or dispose of trash and recyclables by preventing their generation up front. It includes reuse, waste elimination, package reduction and substitution.

1. Use up what you buy or donate the excess.
2. Make double-sided copies instead of single-sided pages.
3. Print more words on each page by reducing margins.
4. Circulate magazines instead of buying extra subscriptions.
5. Email memos instead of making copies.
6. Make scratch pads from used paper.
7. Buy goods with minimum packaging, in concentrated form, and in bulk.
8. Buy durable, reusable, recycled-content, and recyclable products.
9. Choose environmentally-safe, multi-purpose cleaners over hazardous materials.
10. Save and re-use large envelopes, foam "peanuts," bubble wrap, and cardboard boxes, from incoming mail to repackage out-going mail.



Get Recognized!

Get Started

ANNUAL RECYCLING & TRASH TOTALS

Maryland Recycling Act Report

Let everyone know that you make it your business to recycle. Once a year the Recycling and Waste Reduction Division congratulates the recycling efforts of businesses that reported their recycling and trash volumes to us for the state's annual Maryland Recycling Act report.

The Recycling and Waste Reduction Division sends the reporting packets to businesses so that they can enter the volume of trash and recyclables collected within the previous calendar year onto a two-page form.

The package will include instructions for completing the forms and the opportunity to have your property's name appear in our annual full-page, color recognition ad.

For more information or assistance, contact the Recycling and Waste Reduction Division at 410-222-7951.

See **YOUR** business' name in our annual ad.

Anne Arundel County SALUTES
the businesses that made it their business to recycle!

GOLD Recyclers
INCREASED recycling in 2010

- All Recycle & Earth, Inc.
- Andison Corporation
- Aspenage Stone Building
- AMC Business Group
- Bay Area Industrial
- Berkman
- Blue Sky's Ink Products
- Carroll House, Trailer, Washdown, Inc.
- City of Annapolis - 0780
- Clear Dawn of Maryland, Inc.
- Doc Bailey, Inc.
- Edwin Lumber, Inc.
- Environmental Recycling Solutions
- W. Shover, Inc.
- Free Time Recycling Solutions
- Highland Park Mall (Shopping Center & Restaurant - Multiple)
- Paul Thomas Group
- Howard's T. Co., Inc. (L.L.C.)
- Management Resources of Rockville
- Great Falls Stone
- Handy Solutions
- Henry's Paper
- Horizon Run Restoration Center
- Midwest House
- La-2 Stone
- Lombardi Wages and Company, L.L.C.
- Maple Pro, Inc.
- Merlot Recycling
- P & H Auto Electric, Inc.
- Raymond Materials, Inc.
- Reynolds Corporation
- Reynolds Mill Boarding
- Lincoln Trailer & Stone, Inc.
- Shank, Land Reclamation
- Robbins, Inc.
- Shelby Engineering Company
- Shelton Group
- St. PEPOLIS of Shoppers & More a.k.a. Target Stores
- Summit Recycling, L.L.C.
- Taylor Products, Inc.
- United Paper, Inc.
- Waste Management - Annapolis Landfill
- Wells Washers
- Westland Annapolis Mall

SILVER Recyclers

- All Community College
- All County Public Schools
- All Stone, Inc.
- Anglo Steel Works, Inc.
- Arcojet Metals Corporation
- Apple Signs, Inc.
- Association of Independent Maryland Councils
- Automatic Metalworking Corporation (AMC)
- Berlin, Inc. (Johns Hopkins Industries)
- Carroll County Communications, Inc.
- Chenango Mechanical School
- Chesapeake, Inc.
- Chesapeake Office Properties Trust
- Chesapeake Steel Stone & Recycling Co., Inc.
- Edwards & Hutchinson
- Emerson Tool Company
- Environmental Resource Management (ERM)
- ERM Environmental Resource Center
- Shelton Corning
- Food Lion
- Galaxy One, Inc. (Restaurant & Pub)
- H & M Paper & Lumber, Inc.
- Harbor Tech Harbor
- Industrial Services, Inc.
- Innovative Solutions
- Kline Papermill Supplies, Inc.
- L&H Recycling, Inc.
- Mered Brothers, Inc.
- Maryland Recycle Company, Inc.
- Mid-Atlantic Dry Packing Co., L.L.C.
- Miguel Packaging Company - MD/PA
- Necking Structural Systems Corporation
- Opportunity Real Industries
- Old Dominion Supply Co.
- Partners in Care, Inc.
- Plasma Products Transportation Association
- Recycling of Maryland (RECY)
- Recycling Supply Group, Inc.
- Staples Health and Engineering
- Steel & Galvanneal
- Steel Sales, Inc.
- South Central Industrial Product
- Wahki, Inc.
- Walsham Sports Club
- Ward Recycling

NEW Participants
Reported for the 1st time

- ACME Markets
- Anglo Environment
- Auto Center Corporation
- Business Recycling Center (L.L.C.)
- 0780 Processing & Transfer Station
- Bay State Medical
- Brookline Corporation
- Procter/Knight
- Chesapeake Bay Recycling Co.
- Chesapeake Telephone System
- Chesapeake Technology, Inc.
- County Iron & Boiler
- 0780 Currier, Inc.
- 0780 Pharmacy
- Deer's PA
- Edwards Engineering, L.L.C.
- Emerson Industrial Services
- Edwin Lighting Supply
- Handy Form Stone
- Lenox of MD, LLC
- Georgi Services, Inc. (Steel Sheet)
- The Log of Polymer Help
- Prose Center & Publishing
- RoadScan
- Savon Storage PT, Resources, Inc.
- Shaw Clock Restorer
- The North Group
- The Company
- United States of Steel
- Whelan

To find out how your business can be recognized for its recycling accomplishments or to start a recycling program, please call 410-222-7951 or visit us at:
Recycle More Often. com

Please Recycle This Message

RUN AN EFFECTIVE PROGRAM

1

Get Support

Explain the many benefits of recycling and get your management's support. A successful program must have support from the top down.

2

Recruit TOP Players

Recycling isn't hard UNLESS only one person is doing everything. So select recycling coordinators you can delegate to lead, monitor and encourage the recycling in their area using the tools and information you provide.

3

Survey the Trash. . . Look, but don't touch

To know what your business could recycle, you'll need to know what's in your trash which means you'll need to look at it. Walk through your offices, breakrooms, kitchens, conference rooms, and shipment areas and record with notes and pictures the trash you see in the areas and how much.

4

Plan Collection

Now that you know your business' trash, you'll be equipped with information necessary to select the right kind and sized collection.

5

Spread the Word.

Let everyone know about your recycling program. Put labels on all recycling and trash containers, email announcements, post notes around the office announcing the program start date, listing items accepted and collection guidelines, and stating why they should recycle.

6

Set Goals & Monitor Progress

Note your trash statistics BEFORE recycling and monitor them after. Track your progress to see that improvements are made and maintained.



7

KEEP Spreading the Word & Reward Success

Keep employees, management, and recycling coordinators involved, encouraged, and informed. Tell them how well they are doing, what can be improved, recycling opportunities they may not be using, facts to encourage recycling and discourage waste.

For more information, contact the Recycling and Waste Reduction Division at 410-222-7951.

Recyclable Items

ACCEPTED AT ALL RECYCLING CENTERS

Get started today! Businesses can drop off an unlimited amount of paper, plastic, metal and glass at any of our Recycling Centers.



PAPER - examples include:

- Cardboard
- Copy paper
- Newspaper
- File folders & envelopes
- Magazines & catalogs
- Blueprints
- Milk & juice cartons
- Food & pizza boxes
- Shredded paper
- Hard & soft cover books

METAL - examples include:

- Aluminum foil & pans
- Aluminum cans
- Tin/steel cans
- Empty aerosol cans
- Wire hangers

PLASTIC - examples include:

- Bottles, jars, jugs, tubs & trays
- Yogurt & fruit cups
- Spray bottles
- Soap bottles
- Plastic bags & shrink wrap (secure in plastic bag)
- Plastic cups, plates, utensils
- Buckets
- Plastic pallets
- Plastic desk organizers

GLASS

- Bottles, jars and almost all glass containers of any color

**Recycle.
More.
Here.**

WASTE MANAGEMENT SERVICES RECYCLING CENTERS

NORTHERN

100 Dover Rd.,
Glen Burnie, MD 21060

CENTRAL

389 Burns Crossing Rd.,
Severn, MD 21144

SOUTHERN

5400 Nutwell Sudley Rd.,
Deale, MD 20751