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
Get On Board!

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.MDRcycles.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 . . .

Get Fit - Trim Your Waste

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.
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.
10. Save and re-use large envelopes, foam “peanuts,” bubble wrap, and cardboard boxes, from incoming mail to repackage out-going mail.

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

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.

Get Started

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.
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 (please secure in paper bag)
- Hard & Soft Cover Books

**PLASTIC - examples include:**
- Bottles, Jars, & Jugs,
- Tubs & Trays
- Yogurt & Fruit Cups
- Spray Bottles
- Soap Bottles
- Plastic Cups, Plates, Utensils
- Buckets
- Plastic Pallets
- Plastic Desk Organizers

**NO PLASTIC BAGS OR WRAP**

**METAL - examples include:**
- Aluminum Foil & Pans
- Aluminum Cans
- Tin/Steel Cans
- Empty Aerosol Cans

**GLASS**
- Bottles, Jars and almost all glass containers of any color

**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

Recycled Paper

Facility Hours: MONDAY - SATURDAY 8:00 AM - 4:00 PM except holidays