Frederick County
Department of Solid Waste Management

Mind Your Business

Guide to Integrated Waste Management Practices for Organizations and Workplaces

Recycle More. Waste Less.

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To the Business Leaders of Frederick County:

On behalf of the Board of County Commissioners, I commend you for your interest in "minding your business" with a commitment to sustainable practices. Environmental concerns have long been in the spotlight, but their impact on local issues has become increasingly and undeniably evident in recent years. One key topic is the subject of waste—how much we produce, what to do with it and how to reduce its impact on our community.

As we develop strategies to tackle these issues it becomes clear that there is much that can be done to create opportunity out of such challenges. Residents, businesses, organizations and government entities, working individually and in partnership, can take great strides toward creating a positive change. We hope that this guidebook may help you find your role in this process and to get started along the path of contributing to a "greener" future for Frederick County.

Despite the indisputable importance of sustainability, many businesses and organizations still struggle to justify an investment in green initiatives, often under the misconception that such efforts will create added costs without concrete business benefits. Case studies from almost every industry show that it is possible for businesses to develop green practices that will make a measureable contribution to *both* the environment and their bottom line. Additionally, such endeavors often deliver qualitative benefits, including improvements in employee morale, customer loyalty and public perception, as well as making a positive contribution to society.

This guide outlines many concepts that any organization, large or small, can implement. Participation in a recycling program is just one example of a simple way to begin to improve the environmental and economic sustainability of your business. I hope that you will continue to develop and implement sound practices that not only "mind your business," but also are mindful of your organization's connection to local resources and Frederick County's future.

By adopting the practices presented here, your organization becomes a partner in not only preserving the quality of life we enjoy now, but also in creating a more sustainable future for generations to come. Thank you for joining us in this important endeavor!

Sincerely,

BOARD OF COUNTY COMMISSIONERS
OF FREDERICK COUNTY, MARYLAND

By: Jan H. Gardner
Jan H. Gardner, President

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Mind Your Business!

Remember, solid waste disposal can be a controllable expense, not a fixed cost.

Managing your business well includes managing waste wisely. For businesses and organizations, reducing waste increases efficiency—it involves using less, getting more out of what is used and recycling as much as possible.

By adopting such strategies, businesses can improve their performance while also saving valuable resources and helping the environment. It's a philosophy everyone can support.

Introduction to Waste Management

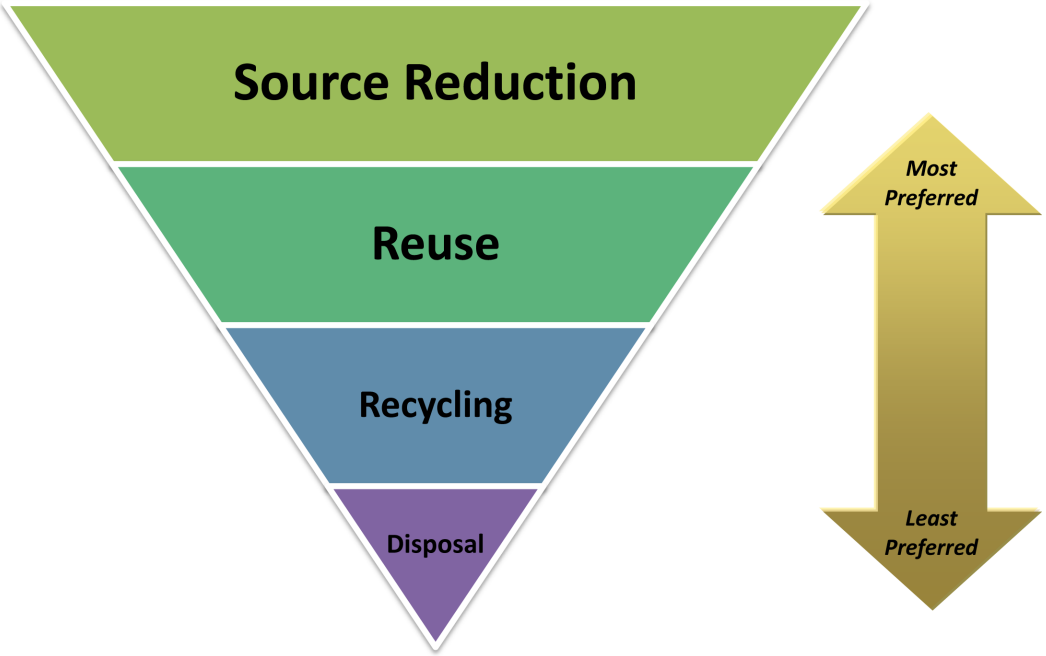
Why Worry About Waste?

Waste costs businesses and organizations valuable resources like time and money every day. This guide can help you create a workplace that wastes less—for the good of your enterprise and the community too. Our goal is to demonstrate that reducing waste benefits the environment, your organization's bottom line and Frederick County's future.

Like many other modern trends, the rate of waste production has increased dramatically in recent decades. According to the Environmental Protection Agency, the average American generated 2.68 pounds of trash per day in 1960; by 2007 the average had increased to 4.62 pounds of trash generated per person, each and every day. **In Frederick County, businesses account for more than 50% of the total solid waste generated annually**; this has economic and environmental implications for individual companies and the County as a whole.

In the past it may have seemed simple to just throw things away, but it's getting harder to figure out where "away" is. In Frederick County the majority of waste is trucked out of state; this is a system that is not sustainable. **And for businesses, the process is often both inefficient and expensive, but, solid waste disposal can be a controllable expense, not a fixed cost.**

While there is much that each of us can do to address these concerns, there is no one "quick fix"; an integrated approach is needed to effectively deal with the problem of waste. Recycling is one key component to such a strategy, but it is not the only step businesses can take to manage waste and protect resources. This guidebook promotes an integrated approach and offers information on local programs, nonprofit groups and commercial enterprises involved in **reducing, reusing and *then* recycling**.



Working together we can manage waste wisely, improving the way we do business and creating communities that are both more economically and environmentally sustainable.

Recycling Is Not the Answer! Well, recycling *alone* cannot solve the problem of too much waste. Recycling is good; it diverts resources that would otherwise be lost through landfilling or incineration. But even the "green" process of recycling has a carbon footprint, creates emissions and relies on valuable resources like fuel, money and time. So, recycling is one *part* of the solution; another key strategy is to **create less waste in the first place!**

Rather than managing the waste we have, **waste reduction** is a strategy for tacking the problem at its source by preventing waste before it even occurs. Think of it as "pre-cycling"—all the steps to take *before* there is something left to recycle. To get into the source reduction mindset, just **remember the "4 R's" of wise waste management:**

Reject, Reduce, Reuse, Recycle.

Reject. **What is convenient now may become waste forever. Just say no to things you don't need and to unsustainable products, such as:**

- polystyrene
- disposable plastic bags
- single use/disposable items
- excessive packaging
- non-recyclable plastics

Reduce. **There are many ways to reduce consumption; here are just a few:**

- Use digital editing features and send electronic copies instead of printed documents.
- Purchase only one subscription to a magazine and circulate it among employees.
- Empty trash can with liners only when bins are actually full.
- Buy items in bulk to decrease packaging.
- Look for energy-efficient and long lasting appliances and electronics.

Reuse. **It makes no sense—environmentally or economically—to purchase items that will rapidly become waste or to allow bad habits to drain resources.**

- Have tap water or a water cooler available in break rooms.
- Establish a pallet take-back program with suppliers.
- Have tires on fleet vehicles re-treaded when original tread becomes worn.
- Use the duplex feature of your copier and print on both sides of a page.
- Replace disposable cups in break rooms with mugs that can be washed and reused.

***Then* Recycle.** **Recycle everything you can from the waste that you have.**

These are just a few ideas to get started. More information and resources, including tips for waste reduction, can be found in the appendix.

A Step-by-Step Approach to Workplace Recycling

Most people just throw things "away" and don't give much thought to how the process works. We'd like to remind you that **solid waste disposal can be a controllable expense, not a fixed cost.** Until recently, waste disposal for your business or organization has probably been a routine matter, contracted by an administrator, managed by your maintenance staff, and carted away by private haulers.

Some counties have instituted mandatory business recycling policies, Frederick County has not. Rather than legislation, there are other very sound reasons to start a recycling program for your business.

- **Recycling and waste reduction are options that can be used now to reduce your waste disposal costs, no matter the size of your enterprise.** *Smarter purchasing methods, with a mind towards source reduction, make economic and environmental sense. Less material in the waste stream means less that must be collected and disposed at a high price.*

- **With an active recycling program, your business can promote itself as contributing to the solution of a major local problem.** *The PR benefits of a recycling program are numerous, from printing a "We Recycle" footnote on company stationery to including the "Green Business" message in all advertising campaigns; high visibility can be easily maintained to achieve strong public support.*

There are simple steps any business can take to start recycling. The next section of this guidebook will lay out the basic information for each part of the process:

1. **Obtain the Support of Top Management**
2. **Appoint a Recycling Coordinator and Set Program Goals**
3. **Determine What Types of Materials Will be Recycled**
4. **Arrange a Contract With a Hauler**
5. **Educate and Involve Staff**
6. **Designate and Monitor Collection and Storage Areas**

A Small Business Case Study of Recycling Costs and Benefits:

Kelly's Market, a small business in Kenvil, NJ, examined its waste stream and determined it was primarily corrugated cardboard with a small quantity of glass, aluminum and some trash. They discovered that their current hauler had recycling capability; a dual dumpster service was arranged, one for cardboard and one for trash. The minimal quantities of glass and aluminum were stored in a small container and periodically placed next to the dumpsters for collection by the hauler. With these very minor changes Kelly's Market was able to save $300 per month on its waste disposal charges because the fee was less to collect recyclables. There was no direct market revenue from the materials recycled, and there was no change in the hauler, administrative or labor costs associated with waste removal.

Solid Waste Disposal Without Recycling:
Six 6-cubic yard trash container pulls per month
Total expenditure = $511 per month

Net savings = $300 per month

Solid Waste Disposal With Recycling:
Six 2 cubic yard trash container pulls per month
= $161 per month
Recycling Contract
Six 6 cubic yard recycling container pulls per month
= $50 per month
Total expenditure = $211 per month

(Case Study excerpted from the 'Business Recycling Manual' produced by INFORM, Inc., and Recourse Systems, Inc., 1991, with data from Morris County Municipal Utilities Authority, 1989.)

1. Endorsement of a recycling program by senior management is the first step towards success. Such backing sends a positive message to employees, associates and customers about the importance your business places on wise resource management. Administrative approval of a recycling program is also necessary since both expenses and staff time will be involved.

Once the decision has been made to research or begin a recycling program, a recycling coordinator should be selected, chosen by either top-level managers or by a program planning group *(see step two, next page.)* Management should give the individual selected to act as the recycling program coordinator their full support. Ideally, the recycling coordinator will have access to administrators to keep them updated on the program's progress.

An initial staff meeting and a memo from the business owner or general manager introducing the recycling program, its coordinator and/or the recycling committee, indicates the company's commitment to the new initiative *(see page 17 in the Appendix for a sample letter)*.

These actions should be followed up by periodic updates, e-newsletter articles and similar signals of support. Continual administrative contact and support is important because implementing a new recycling program creates a need for **change in "the way things have always been done."**

The simple act of recycling will affect every employee and require changing procedures. Management's involvement and affirmation counteracts any possible reluctance of staff and assures that there is good follow-through on the company's plans.

For most companies, a recycling system can be implemented for very little input of time and money. And beyond the economic, civic and environmental benefits the new program will achieve, many organizations will notice an increase in employees' pride in their workplace. Much like intra-company sports leagues, recycling can be considered an team affair, fostering a sense of unity as staff work together to support common goals.

With consistent, positive leadership, the steps each employee takes to "think green" can help streamline business operations, benefit the bottom line, and also do a world of good for our community.

According to a recent Adecco USA Workplace Insight survey, 59 percent of workers think their company should do more to be environmentally friendly and a majority of all adults (68 percent) believe what most companies say in regard to environmental initiatives doesn't always match their actions.

Environmentally-conscious business practices help attract and retain the best employees by increasing employee satisfaction and pride in the workplace.

American workers are paying growing attention to companies' environmental policies and an increasing number report that they would be more inclined to work for "green" companies.

A recent poll on green employment by Monster-TRAK.com found that 80% of young professionals are interested in securing a job that has a positive impact on the environment and 92% would be more inclined to work for a company that is environmentally friendly.

Cited from: www.www.adeccousa.com

2. As with any important business development, the person in charge can make or break the recycling program. More important than their background or title, the person who leads the recycling endeavors should be someone who can coordinate many details, is a skilled communicator and has sincere interest and time available to invest into developing green initiatives. Much of the work involves a desire to develop new ways of doing things; look for an enthusiastic individual, good at team building and able to think on-the-go.

After choosing a recycling coordinator the next step is to outline duties and responsibilities. Management's goals for the recycling program have a significant impact. For example, if the new recycling coordinator is told that the major goal is to decrease waste disposal costs, that will direct the coordinator differently than if the instruction is to increase the environmental impact of the company's green initiatives. The more clearly management's priorities for a recycling program are outlined, the more effectively the coordinator will be able to design a program that achieves the organization's goals.

Clarify the goals for the recycling effort, which could include:

- Reduce waste disposal costs.
- Decrease overall waste volume.
- Achieve greater operational efficiency.
- Produce products for in-house use (such as compost).
- Obtain revenue for recyclables.
- Maintain flexibility in hauler contract.
- Safeguard handling of secure and confidential materials.
- Keep staff involvement to a minimum vs. creating staff "green teams".
- Be a good corporate citizen.
- Create opportunities for green marketing.
- Find opportunities to reduce waste at the source *(see the waste reduction tips on page 14)*.

Some of the general duties of the Program Coordinator may include:

- Determining what wastes are being generated.
- Selecting a recycling service company *(see the Appendix for a list of local recycling service providers.)*
- Organizing the collection system: choosing the types, quantity and placement of bins.
- Educating other employees about the implementation of the new program, answering questions, getting others involved (creating planning groups or green teams if desired), soliciting feedback, etc. (Remember, new employees will need to be introduced to the program as part of their orientation.)
- Training janitorial staff to ensure that recyclables are not mixed with regular trash. It is important to make clear this is NOT an acceptable practice. Containers will need periodic monitoring *(see Step Six)*.
- Tracking the progress of the program and providing measurable results not only to management, but also to program participants to show the value of the program.
- Keeping files on contracts and weight receipts provided by the recycling hauler that show the quantity of material collected each month (Ask the hauler to submit this report with invoices. And also make sure to obtain weight receipts of the solid waste that is collected for disposal to compare.)

3. To start an effective recycling program, you need to get to know your trash. You probably already have a good idea what you and others currently throw away on a daily basis. However, a simple **waste audit** will help give you a better idea of the broader waste stream. The results of a waste audit will allow you to identify what recyclable materials are in your waste stream as well as approximate percentages of recyclable materials and trash. This information will serve to:

- **provide baseline waste data to begin your recycling program**
- **help decide what kinds and how many recycling collection containers to acquire**
- **assist in negotiating new contracts with waste haulers and/or recycling companies.**

The first step in evaluating your waste stream is to identify all of the main waste disposal sites in use. Simply walk through the buildings to be affected by the recycling program; this should be done with a facilities manager or custodian who knows proper procedures and the attributes of all the buildings. This is also a good point to solicit staff input and find out what resources or barriers exist that may affect the new program.

Next, the waste itself must be examined. The easiest place to conduct a waste study is at the loading dock or wherever your building's waste is consolidated prior to collection. If you have a small facility, you may be able to visually gauge the composition of your trash and assign percentages to materials based on volume (a general but unscientific way to get a feel for what waste you have.) Your job is to assess what is in your trash—is it 75% paper and cardboard? Are there large quantities of recyclable plastics?

More time spent assessing your waste provides more accurate data. The better your data, the better the estimate of your annual generation of waste and recyclable materials. This helps assess how recycling will affect your disposal costs and can also be used to measure program success later. However, it does not need to be an exact science; a simple audit can give you an adequate snapshot of your waste stream.

If you would like more detailed information or assistance conducting a waste audit, please contact the Office of Recycling at 301-600-7404 or send email to DCorbus@FrederickCountyMD.gov

How Much Can You Recycle? Once you've estimated your business' average waste, you need to figure out how much of it is recyclable. Frederick County accepts an extensive list of items for recycling; businesses can process these items **single stream** (without sorting), just as residents do (*lists of acceptable and unacceptable items are in the Appendix*). The actual level of recycling your organization can achieve results from active program monitoring , the convenience of the collection system, good staff education and the type of contract with your hauler. Each of these factors is discussed in the next steps.

Recycling Impacts Brewery's Bottom Line

Brooklyn Brewery, a beer brewer and distributor in Williamsburg, Brooklyn, generated about 510 tons of waste annually, composed largely of corrugated cardboard and stretch-film plastic. Before implementing recycling, the company spent $3,290 per month for waste disposal.

By initiating a recycling program the brewery was able to divert 22.7 tons of material per month from its waste stream. A local paper recycler collects the company's corrugated cardboard and the brewery transports the plastic film to a local polymer recycling company. Brooklyn Brewery is projected to save more than $25,000 annually through their recycling program.

Source: New York WasteMatch, Spring 2003

Step Four: Contract a Hauler

4. Solid waste disposal can be a controllable expense, not a fixed cost.

Depending on factors such as the status of materials markets and the quality and quantity of recyclables you produce, it may be economically advantageous for you to transport collected recyclables to end user markets (*local recyclers are listed in the Business and Resource Directory at the back of this booklet*) or to the Frederick County transfer station yourself. But for many businesses the most efficient method is to contact a hauler, just as is done with their waste.

In many instances the hauler who collects your regular trash will be able to provide collection of your recyclables. The hauler will pay reduced tipping fees for bringing recyclable materials to the Frederick County transfer station. Additionally, by implementing a recycling program, your regular trash should not need to be emptied as often. **These factors can add up to real savings.**

What is important to know when contracting a hauler?

- What recyclables are you seeking to have collected?
- Knowing the volume or weight of the waste you generate and the percentage that may be recyclable is key to getting competitive bids.
- What are your waste costs now, and how are they assessed—by monthly fees, weight of trash, volume of dumpsters, or by number of times the containers are emptied?
- What is the length of your current waste hauling contract?
- How can you reduce the frequency of trash collection once the recycling program is established?
- **A checklist of questions to ask when contracting a recycling hauler can be found in the appendix.**

What if a property manager contracts for the trash collection? If you are a tenant in a building you should contact the building manager or property management company and let them know that you are interested in recycling (*see the appendix for a sample letter.)* Talk to the other tenants to see if they would be interested in starting a recycling program as well; this can reduce overall program costs.

Some materials may require special handling and processing. You may wish to find a contractor or recycling business who can help you recycle beyond the basics of paper, metal, glass and plastic.

Other materials to consider recycling include:

- ✓ wood shipping pallets
- ✓ electronics (such as computers, printers, phones, etc.)
- ✓ ink and toner cartridges
- ✓ florescent lights, both tubular and compact
- ✓ yard waste from landscaping
- ✓ cleaning solvents
- ✓ used oil and filters, batteries tires, and antifreeze/coolant

Electronics may be recycled at the Frederick County Solid Waste Management facilities for $3.80 per 100 lbs.

5. Education will be the single most critical factor for the ongoing success of your recycling program. It's easy to make the mistake of hiring a hauler, buying new recycling bins and assuming that everyone knows what to do. Waste reduction in the workplace involves rethinking the way we do things and changing old habits. **If a new practice isn't reinforced by an ongoing perception that its benefits outweigh the costs, the change won't last.**

A recycling program's success hinges on the participation and support of everyone—managers, employees, and customers alike. Everyone, from those that generate materials to those that collect them, need to know what is expected of them and how to be involved. And don't stop educating when the program starts; reinforcement is crucial and new employees will also need to hear the message.

Here are a few ways to boost awareness of, participation in, and support for sustainability initiatives in your organization. **More strategies for promoting recycling and waste reduction are listed in the appendix.**

★ **Create a "Green Team".** **Employees are the experts on how operations work**, so their buy-in and involvement is important. Form an interdepartmental group to solicit ideas and involve employees in decision-making, program monitoring, education and ongoing development of sustainability initiatives. Seek volunteers in each work unit to serve as waste reduction coordinators, providing a person-to-person, friendly and knowledgeable source of information for all staff.

★ **Start Off Big.** **Have a program kick-off day** to use it to hand out all the recycling bins, flyers, and make program announcements. Remember to plan your kick-off to include janitorial staff, tenants, and recyclers as well as your own staff. Make sure that a letter or memo goes out from top-level managers to encourage people to participate. And use the event as an opportunity to get attention; issue a press release about your organization's waste reduction efforts.

★ **Explain the Facts.** **Instructions should be very clear** and explain to employees or tenants what materials are to be recycled, which materials are not acceptable, where they should place recyclables and when the materials will be collected. Messages should be easy to understand; use terms and facts that people can relate to. *(Contact the County Office of Recycling as we may be able to provide assistance or sample educational materials. See the appendix for more information.)*

★ **Get Creative.** **Make your message stand out!** Use a catchy logo and slogan for your program (perhaps have an employee contest to come up with these.) Create pictures or graphics to draw attention to written materials or recycling containers. Use visual displays to show people how much waste they generate or how much is saved by their recycling efforts.

★ **Use Motivating Messages.** **Explain how each person's involvement makes a difference.** Let staff know why it's important to stop wasting resources and how it helps the company and community. Present benefits in terms of cost savings, resources saved, customer satisfaction, corporate and personal responsibility. Personalize information and relate it to interesting facts/trivia.

Waste reduction is an ongoing, long-term project. Avoid giving too much information at once; communicate in manageable pieces, sustained over time.

Step Six: Collection and Monitoring

6. For recycling to work it has to be convenient. Look around your office or facility; where are the recyclables you targeted from Step 3 generated? Copier rooms, break rooms, individual offices, service bays, mail rooms, etc. You will want to place specially designated recycling containers in those locations. Containers need to be appropriately-sized to collect the amount of recyclables generated, and should be clearly labeled for their intended use. Your regular supply vendor or office supply store probably stock bins for recycling, or you can make up your own.

For recycling to work *best*, it has to be monitored. Old habits are hard to break! Even with a good education plan to help communicate recycling procedures, it is wise to actively monitor what's happening in your program—especially in the beginning. Many well-designed recycling programs have fallen by the wayside simply because they were not regularly maintained. Maintenance does not take a lot of time; a small amount of regular attention is sufficient to ensure that the program thrives.

Monitoring provides information and insight to keep your program on track, efficient and growing. Monitoring is the tool that shows you what is and is not working. You may want to monitor:

- what and how much is recycled
- trash contamination in recycling bins
- participation rate of building occupants
- proper procedures of maintenance staff

Reporting the results of the program is very good for employee morale and the information from monitoring is a key component of ongoing education efforts. Use program statistics—tons diverted, costs avoided, department participation rates, and even trees saved—to provide continuing staff interest and involvement.

Frederick County Government's offices have been recycling using the single stream program since September 2008.

A copy of the recycling poster seen in this image is reproduced in the appendix, and a similar poster is available in digital format for your business to reprint; a free copy may be requested from the Office of Recycling.

Quick Tips:

- To minimize contamination, **recycling containers should be placed next to or nearby trash receptacles**.
- **Make sure you have adequate signage** for what is and is not recyclable.
- In the beginning of the new program, **check the containers more frequently for contamination**.
- **Monitor janitorial staff** to ensure that they are not taking "shortcuts" by mixing recyclables with trash.

Recycling is in everyone's best interest...so how can we help you?

The Department of Solid Waste Management's Office of Recycling can provide technical assistance tailored to your organization, office or facility's needs.

Among the ways we can assist you are:

- ✓ **Public presentations for meetings and trainings**
- ✓ **Provide displays for corporate or public events**
- ✓ **Assistance with waste audits**
- ✓ **Discuss waste management needs and options**
- ✓ **Assist with training staff**
- ✓ **Provide reproducible literature on recycling and waste reduction**
- ✓ **Provide templates for creating posters and newsletter information**
- ✓ **Support for recycling program implementation**
- ✓ **Share database of service contact and networking information**

Contact Us! The Commercial Recycling Program Coordinator is Donna Corbus; she can be reached:

- **By E-Mail:**
  DCorbus@FrederickCountyMD.gov
- **By Mail:**
  9031 Reichs Ford Road
  Frederick, MD 21704
- **Website:**
  www.FrederickCountyMD.gov/recycle
- **By Phone:**
  (301) 600-2960

PLEASE NOTE:

The Frederick County Department of Solid Waste Management does not provide recycling carts/bins or collection service for businesses. Please refer to the Business and Resource Directory at the back of this book for information on private haulers and other services.

Frederick County Recycles!

The Maryland Recycling Act

The State of Maryland requires Frederick County to collect data annually from businesses within their jurisdiction that are recycling any of the following items:

- Compostables: grass, leaves, and mixed yard waste, wood waste, food waste
- Glass: containers, mixed glass, fluorescent light tubes
- Metals: aluminum cans, tin/steel cans, scrap metal, white goods
- Paper: corrugated cardboard, mixed paper, newspaper, books, phone books, shredded paper
- Plastic: mixed plastics, films, containers
- Other Materials: laser toner cartridges, lead acid batteries, oil filters, wood pallets

The Frederick County Department of Solid Waste Management, Office of Recycling mails out reporting forms every January.

All response information provided is kept strictly confidential.

Completed forms are due February 1st.

A copy of the reporting form may be obtained from the Office Of Recycling's website: **www.FrederickCountyMD.gov/recycle**

Waste Reduction

Most of us are familiar with recycling. But many are not aware that the real first step in responsibly managing your trash is to reduce the amount you generate in the first place!
Most of the simple tips listed below are easy to implement. While some may seem inconsequential, when implemented throughout an organization they can have a substantial impact. Best of all, these strategies can have a positive impact for both the environment and your business's bottom line!

PAPER USE

- Make double-sided copies
- Use bulletin boards and email instead of making paper copies
- Cancel unwanted or duplicate copies of periodicals and journals
- Reformat faxes to omit cover sheets
- Print only needed pages of a document
- Use revision features in word processing software instead of printing drafts for hand-written comments
- Implement electronic pay stubs instead of paper stubs
- Reuse file folders

EQUIPMENT AND BUILDING SUPPLIES

- Invest in durable, long-lasting equipment
- Maintain equipment regularly to extend its life use
- Obtain desks, chairs, etc. from a reuse facility; donate old items for reuse
- Stock kitchens with washable and reusable dishes, utensils, etc.
- Buy sugar and cream in bulk
- Have tap water or a water cooler available in break rooms
- Stock lunch rooms with reusable cups, plate and cutlery

PACKAGING AND PURCHASING

- Assess inventory levels and sharpen controls to avoid excess purchasing
- Purchase recycled-content paper, paper towels and other paper products
- When able, purchase items that are either reusable or recyclable
- Avoid the purchase of non-recyclable products
- When making purchases, compare: the quality of performance and durability against the cost of supplies, maintenance and disposal
- Request minimal packaging with vendors
- Order in bulk
- Request vendors deliver in returnable/reusable packaging

Appendix

There are a lot of great ways for a business to "go green", this booklet can help you get started! The following pages contain additional information to:

- **Start a recycling program**
- **Contract a hauler**
- **Monitor an ongoing program**
- **Promote and educate**
- **Reduce workplace waste**
- **Find businesses and organizations who can assist with waste reduction initiatives**

Waste Reduction Success Stories (cited from the EPA 'Waste Wise' program):

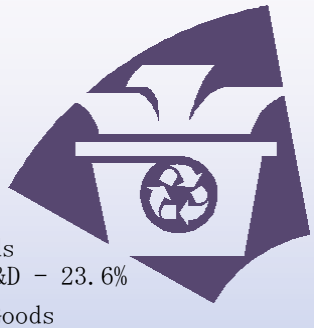
Retail: Target Stores, Inc. operates an ambitious and innovative waste reduction program. For example, Target donates leftover food from its corporate cafeteria and the restaurant in a nearby store to a local hog farm. Other donation efforts include a program to give used desktop computers to churches, hospitals, and community centers. Target also works to reduce plastic hanger waste by conducting a closed-loop hanger reuse program within its retail stores and recycling damaged hangers. Even more impressively, Target works with its suppliers to ensure that 99 percent of all clothing and 95 percent of all shoes arrive at the store with no excess packaging. Additionally, the company expanded its paperless operating environment by sharing sales and inventory reports, in-stock data, purchase orders, invoices, accounts payable information, and newsletters electronically. The company collected more than 2.5 million tons of material, chiefly corrugated packaging, for recycling. Target also purchased recycled-content products.

Manufacturing: PARI Innovative Manufacturers, Inc. continues to explore options to reuse transport containers to ship materials and products. The company uses reusable corrugated containers to ship materials between vendors and its manufacturing facility in Midlothian, Virginia, and also between Midlothian and an assembly facility in Mexico. When boxes can no longer be used, they are broken down and returned to the vendor for reuse/recycling. PARI also uses reusable wooden pallets for shipping. To reduce paper consumption, the company favors electronic communication by distributing electronic documents and consolidating reports. The company emphasizes "pre-cycling" by evaluating a product's packaging before purchasing, In addition, it returns cartridges for photocopy and fax machines to the manufacturer to be refurbished or recycled.

EXAMPLES OF COMMERCIAL/INDUSTRIAL GROUPS MAJOR RECYCLABLES
(% OF TOTAL WASTE BY CATEGORY)

As obtained from the Los Angeles Year 2000 Waste Characterization Study

- Apparel-Textile Manufacturing
  Textiles - 69.5% & Paper - 21.6%
- Schools
  Paper - 37.2%
- Hotels
  Paper - 37.3%
- Fast Food Restaurant Chains
  Paper - 21.6%
- Food Manufacturing
  Plastic - 30.5% & Paper - 28.4%
- Medical-Health
  Paper - 42.7%
- Printing/Publishing
  Paper - 68.9%
- Restaurants & Bars
  Food - 62.2%
- Wholesale-Durable Goods
  Paper - 31.8%, C&D - 23.6%
- Wholesale-Nondurable Goods
  Paper - 19.5%



Getting to YES!

Not everyone may be as excited as you are to get your building or business recycling. Getting past doubts and on to green initiatives often involves just getting good information to the right people.

Here are some strategies that may help when dealing with naysayers:

- **"A collection container for recycling will take up room for parking."**

The building may have too many or too large trash containers for its needs. Are they being emptied (at a cost) even if they are not full? Stress that a good recycling program may divert a significant portion of the waste produced, thereby cutting down on the frequency of pickups and/or the number of trash containers needed. Recycling bins come in many sizes and configurations, they can be stationary or wheeled. A 3-cubic-yard bin measures only 7'x4'x5'.

- **"It will be a hassle to implement and maintain."**

Most Frederick County residents are already recycling at home and are familiar with how the program works. For facilities maintenance crews, the single stream system makes processing recyclables no harder than handling the trash—but it lets them contribute in a valuable way to the business' economic and environmental sustainability. Recycling dumpsters can be locked or have restricted access, just like trash dumpsters. The bottom line is that with the support of staff and ongoing reinforcement of the program's goals and practices, a recycling can be a continual—and low-maintenance—success story.

- **"The costs of starting a recycling program are too much."**

If a program is done right, any upfront costs (such as for office bins, signs, staff training, etc.) or ongoing service charges may be offset by reduced trash hauling costs in the long run. Plus, getting staff to begin "thinking green" can lead to other energy-saving and waste-reducing initiatives that will contribute to both the business' bottom line and the community's well-being.

Frederick County Businesses Leading the Way!

Many local businesses have already begun innovative recycling and waste reduction programs. **The Frederick County Waste Reduction Award** was begun in 2009 to recognize such forward-thinking efforts. The program is sponsored by the Department of Solid Waste Management in conjunction with The Frederick County Office of Economic Development, Frederick County Chamber of Commerce, City of Frederick Economic Development and the Downtown Frederick Partnership.

The commercial category winners for 2009 were: The Green Country Inn and Diner, Gold Award in Hospitality Services and The Common Market, Gold Award in Retail Services. Each award-winner was formally recognized by the Board of County Commissioners, presented with a plaque and recognized by the media.

The Green Country Inn and Dinner has taken such steps as establishing a "No Styrofoam Use" policy by using alternative packaging that is more readily recycled. They have also taken steps to reduce the use of disposable napkins in their dining areas and to decrease waste of paper in their offices.

The Common Market has instituted a broad array of waste reduction measures. Their "Bring a Bag for Change" program donates five cents to charity for each bag of their own that customers provide. They boast the largest bulk food department in Frederick, allowing items to be purchased in large quantities, and thus reduce packaging. The Market also donates surplus equipment to local reuse centers.

To apply for the 2010 awards program, please contact Donna Corbus at the Office of Recycling, 301-600-7404, or send email to: DCorbus@FrederickCountyMD.gov

Letter to Building Management:

Dear _____,

Did you know that businesses contribute more than 50 percent of Frederick County's waste stream? And that about 70 percent of typical office waste is PAPER?

Multiplied by the number of offices in this building, that adds up to a lot of waste each year. Because this building has no recycling program, all the paper (plus beverage containers, cardboard boxes, and other recyclable items) produced by your tenants is going to a landfill. And that means wasted money and resources.

I'm writing you because there's a better way, an easy solution that is both economically *and* environmentally responsible.

My office is very interested in recycling. Recycling is more than the right thing to do, it also makes good business sense. The right recycling program will reduce the trash produced by this building; less trash produced means less trash to be collected and hauled away—and that can mean savings to you. Even if there are initial recycling costs, such as the rental or purchase of recycling bins, these can be offset by the savings in waste disposal costs.

Frederick County has a waste diversion goal of 60% by the year 2024. Office recycling programs must become the norm, not the exception. I realize that there are management issues to be considered (space for recycling bins, security, access to bins, etc.), but many other businesses have started recycling, so we know it can be done.

Many businesses are now factoring in the availability of recycling when deciding to lease space in a building. Recycling is not only shows smart management but can also be used for marketing savvy. Frederick County citizens want their communities to be more sustainable and they support endeavors that move towards this goal.

While the Frederick County Department of Solid Waste Management does not provide collection service for businesses, they do provide technical advice for making this decision and can assist in setting up a new commercial recycling program (their phone number is 301-600-2960.) The easiest step you can take is to ask our current waste hauler to offer recycling as well as trash collection.

I look forward to speaking with you regarding how this building can benefit from beginning a recycling program.

Sincerely,

————————-

Letter to Employees:

To the staff of_____:

You probably already recycle at home and I'm proud to announce that you'll soon be able to recycle here at work too.

When hearing the word "recycle," you usually think of cans, bottles and containers, but around here you should really think about paper. The average office generates 1/4 pound of paper *per employee, per day*. That adds up to a lot of paper over a year…and a lot of trees used and spent energy too!

Most of our used copier/printer paper, notepads, catalogs, cardboard boxes, outdated phone books and more could be recycled, instead of just going to waste.

Frederick County has set a goal of reducing the amount of waste for disposal by 60 percent by the year 2024. It's a great goal that preserves both resources and our local economy and will help our community become more sustainable.

This company intends to do its part by recycling. We will also launch a waste prevention program to help us cut back on the amount of waste we generate in the first place. If you'd like to become part of the "Green Team" to help plan and implement these initiatives, please contact _____, the Recycling Program Coordinator.

Our recycling program will begin on:_____.

We will be recycling the following materials:

- **paper and cardboard**
- **plastic containers**
- **aluminum, tin & steel containers**

There will be a program kick-off event to distribute bins and information about how our program works. You'll also be able to find more information in the upcoming issue of the office newsletter.

It will take everyone's cooperation to make this initiative work. A few small changes to old habits and we can all be proud of the difference we'll be making to help keep Frederick beautiful and our business thriving. Thanks for participating!

Sincerely,

_____

Facts About Recycling

Why Recycle? The economic advantages of recycling are clear. Commercial recycling programs can reduce waste volumes and disposal costs. Recycling provides raw materials to make new products and creates jobs in collection, processing and manufacturing. Over time, recycling saves energy and natural resources and can enhance a company's public image. "Green-minded" businesses make sense because:

- Recycling reduces the need for disposal facilities.
- Recycling protects and expands manufacturing jobs.
- Recycling helps sustain the environment for future generations.
- Recycling conserves natural resources such as timber, water, and minerals.
- Recycling saves energy, compared to mining and processing some virgin materials.

Just the Facts! OK, so recycling is good...but just how good is it? Read the following facts and see why recycling makes sense—and saves dollars and cents too!

Plastics

- It takes over 1.5 billion barrels of oil to manufacture a year's supply of bottles for water; that's enough to fuel 100,000 cars. *(Earth911.org)*
- Plastic bottles take more than 700 years to *begin* to decompose in a landfill. *(Earth911.org)*
- We use enough plastic wrap to cover the entire state of Texas every year. *(EPA)*
- 29% of recycled HDPE bottles go into making new bottles, while 56% of recycled PET finds a market in the manufacture of carpet and clothing. *(University of Bristol, www.chemsoc.org)*
- It takes twelve 20-ounce PET bottles to make 1 square foot of poly carpet, or an XL adult t-shirt, or enough filling for a ski jacket. *(University of Bristol, www.chemsoc.org)*
- The energy saved by recycling 1 bottle can power a computer for 25 minutes. *(University of Bristol)*

Metals

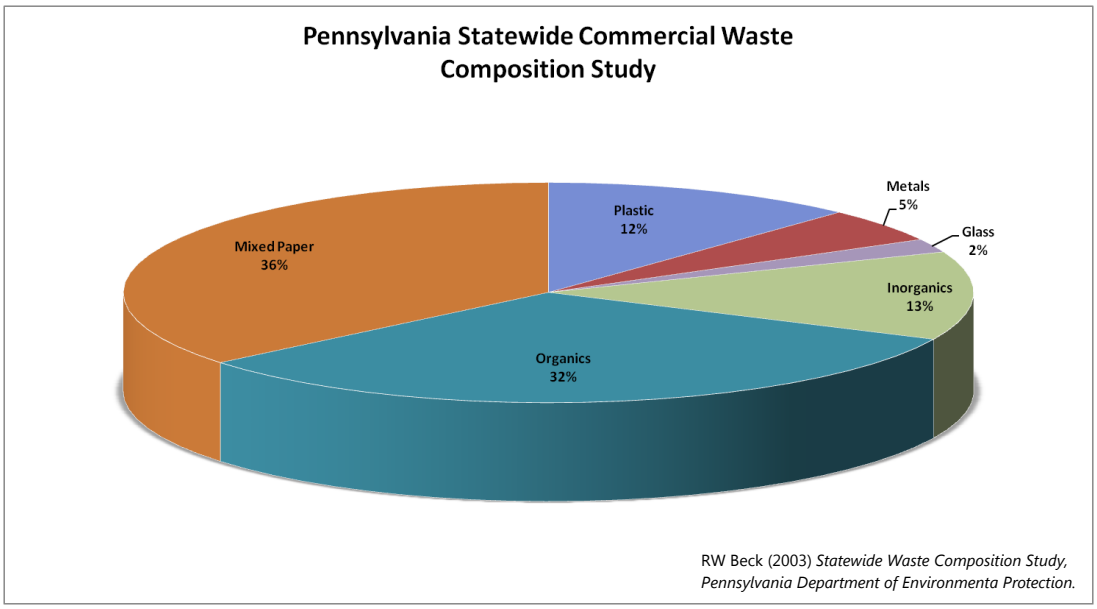
- When metal is recycled rather than virgin harvested, energy consumption is reduced by for 95 percent for aluminum, 85 percent for copper and 74 percent for iron. *(www.earth911.org)* Recycling one ton of steel saves the energy equivalent of 3.6 barrels of oil over the production of new steel. *(EPA)*
- Recycling one aluminum can saves enough energy to run a TV for 3 hours. *(Reynolds Metal Company)*
- Some 220 tons of earth are excavated to produce just one ton of copper. *(Worldwatch Institute)*
- Each year, scrap metal recycling in the U.S. saves the energy equivalent to electrically power about 18 million homes for one year. *(Steel Recycling Institute)*
- Recycled aluminum cans are used not only for new cans but also for building materials and support structures in roads, homes and offices. *(Waste Management, Inc.)*
- In 2004, 55 billion aluminum cans were landfilled, littered or incinerated. This quantity equals the annual production of 3-4 major primary aluminum smelters. *(Container Recycling Institute)*

Glass

- Glass is 100% recyclable and can be reused infinitely without losing purity or quality. *(Earth911.org)*
- Recycling one ton of glass saves: 1,300 pounds of sand, 410 pounds of soda ash, 380 pounds of limestone and 384 pounds of mining waste. *(Earth911.org)*
- Recycled glass saves 50% of energy vs. virgin glass production. *(Center for Ecological Technology)*
- Recycling one glass container saves enough energy to light a 100-watt bulb for 4 hours. *(EPA)*
- Recycled glass generates 20% less air pollution and 50% less water pollution *(NASA)*
- It takes approximately one million years for a glass bottle to break down at the landfill. *(EPA)*
- The U.S. glass recovery rate for 2003 was 19 percent. Recovery rates for glass in other countries in 2001: Austria—83 percent; Sweden—84 percent; Germany—87 percent; Belgium and Norway—88 percent; Finland—91 percent; and Switzerland—92 percent. *(U.S. EPA and the European Glass Container Federation)*

Paper

- Recycling paper saves 60% of the energy required for virgin paper production and generates 95% less air pollution. *(Center for Ecological Technology)*
- Recycling one ton of paper saves 17 trees, 7000 gallons of water, 463 gallons of oil, 3.06 cubic yards of landfill space and 4,077 Kilowatt hours of energy. *(EPA, Weyerhaeuser)*
- Recycled newspapers are used to create new newsprint, paperboard products (cereal boxes), cellulose insulation in the attics of houses, building materials (ceiling tiles, wallboard, etc.) *(Waste Management, Inc.)*
- If all morning newspapers around the country were recycled, 41,000 trees would be saved and 6 million tons of waste would be diverted from landfills. *(Institute of Scrap Recycling Industries)*
- In the U.S. we use enough office paper each year to build a 10-foot-high wall 6,815 miles long—or two and a half times the distance from New York to Los Angeles. (*Wisconsin Department of Natural Resources)*



Questions to Ask When Contracting a Hauler

Use this worksheet to assist in assessing the recycling collection services offered by different companies.

Service Information	**Company #1**	**Company #2**	**Company #3**
Materials collected and paper grades:			
Prices paid for recyclables?			
Confidential document destruction?			
Recycled amount provided in monthly reports?			
Number of years in recycling business?			
Provide bailer for corrugated cardboard?			
Recycling storage dumpster provided? Dumpster fee:			
Must we separate materials? How separated?			
Containers needed for separated materials? Container fee?			
Are deskside containers provided? Desktop/deskside container fee?			
Can they conduct waste audits? Waste audit fee?			
What is the acceptable contamination rate for recyclables?			
Can they provide employee training or educational materials?			
Provide educational materials and signs? Price for materials:			
How old is Contract with Current Hauler? Current Services Provided? Any Service Cancellation Requirements?			

Use this form to…..

Facility/ Location:

Container Size:

Date:	Percent. Full	Comments	Date:	Percent Full	Comments
1st			16th		
2nd			17th		
3rd			18th		
4th			19th		
5th			20th		
6th			21st		
7th			22nd		
8th			23rd		
9th			24th		
10th			25th		
11th			26th		
12th			27th		
13th			28th		
14th			29th		
15th			30th		
			31st		

Month:

Items Accepted in Frederick County's Recycling Program

- ✓ Magazines and catalogs
- ✓ Newspapers (including all inserts)
- ✓ Junk mail and envelopes (even with "plastic" windows)
- ✓ Non-metallic wrapping paper
- ✓ Paperboard boxes (without liners)
- ✓ Corrugated cardboard
- ✓ Cardstock, file folders and heavier-weight paper products
- ✓ Books (including paperbacks, hardbacks and telephone books)
- ✓ Clean colored and white paper, such as typing, fax, copy, letterhead, etc.)
- ✓ Shredded paper (please gather and place inside a paper bag)
- ✓ Brown paper bags , craft paper
- ✓ Milk and juice cartons (paper or plastic) and juice boxes
- ✓ Clean plastic bags, such as grocery bags, bread bags, dry cleaning bags, (gather and place these materials inside a single bag)
- ✓ Plastic films such as stretch film/shrink wrap (should be clean and bundled together)
- ✓ Empty plastic containers and lids, including narrow-neck bottles (such as water bottles, detergent containers, salad dressing, etc.) and wide-mouth containers such as peanut butter jars, margarine tubs, yogurt containers, prescription bottles, 5-gallon buckets, etc.
- ✓ Glass food and beverage containers, such as jars and bottles
- ✓ Tin and steel food and beverage containers, such as pet food and vegetable cans
- ✓ Aluminum food and beverage containers, such as soda cans
- ✓ Clean aluminum foil and aluminum pie pans
- ✓ Empty aerosol cans

If you have a questionable item, the general rule is "When in doubt, throw it out" - don't recycle it. However, you can also call the Office of Recycling to find out about specific items: 301-600-2960.

A Word About Contamination…

Contamination is the term used for non-recyclable items that are placed in the recycling system.

Examples can include a piece of trash accidentally placed in the wrong bin or a microwave-dinner tray in the lunchroom recycling cart.

Such items hurt Frederick County's recycling program by reducing the efficiency and economy of the collection and sorting processes. They also can make commodities less valuable—a manufacturer will pay less for a bale of plastics that contains nonrecyclable items in it.

Nonrecyclable items ultimately get disposed of as trash, so please keep them out of the system at the start!

Items NOT Accepted in the Recycling Program Include:

- Any container that is not empty!
- Soiled paper products (such as paper plates, tissues, greasy pizza boxes)
- Food wastes or trash
- Waxed paper or boxes *(if you run a fingernail on the surface and wax comes off, don't recycle it!)*
- Metallic paper, such as wrapping paper
- Snack food bags (such as for potato chips and candy wrappers)
- Hazardous material containers (such as for solvents, pesticides, motor oil or antifreeze)
- Microwaveable plastics (such as disposable meal trays)
- Disposable plastic cutlery
- Ceramics, drinking glasses, and any glass other than bottles and jars
- Thin, brittle plastics (such as "clamshell"-type deli and bakery containers)
- Any plastics without a resin identification code number imprinted on them
- Polystyrene (Styrofoam)
- Vinyl or rubber
- PVC piping
- Mirrors or windows
- Toner cartridges

...Remember, *When in doubt, throw it out!*

Since September 2008, all Frederick County government offices have been able to participate in single stream recycling as part of CORP—the County Office Recycling Program.

To facilitate the process, offices were provided clearly marked, bright blue, plastic recycling bins and larger containers were placed in high-volume areas such as lunch and copy rooms.

Each bin was accompanied by a poster that shows what can and can not be recycled (pictured at right).

Digital copies of this poster can be provided to any County business or group that wishes to recycle—it can even be altered to announce your organization's name at the top!

For more information contact Donna Corbus, the Commercial Recycling Program Coordinator, at 301-600-7404.

Guide to Recycling Plastics

Confused about what can and can't be recycled…and why? You're not alone! Here is some basic information for recycling plastics in Frederick County.

There are many different types of plastic used in manufacturing. This means that we all end up using a wide variety of plastic products—many of which are recyclable, but not all. Some plastics do not perform well in the collection and sorting process, others do not reprocess easily, and some simply have little or no market for resale.

The plastics industry has developed identification codes to label different kinds of plastic. The identification system divides plastic into seven numbered categories; these can generally be found on the bottom of containers. More information on plastic types and their uses can be found in the chart on the next page. Examples of identification codes are:

Frederick County uses a ***single stream*** recycling system, which means recyclables do not have to be sorted as they are collected. All you need to know to recycle plastic materials is which ones are accepted by our program and what the basic guidelines are:

- **All containers must be empty!** They do not have to be spotlessly clean, however, partially full containers will be rejected from the recycling process and become trash.
- With the exception of peanut butter jars, the *only* plastics with code #1 that are accepted for recycling are narrow-neck bottles for products like soda, vitamins, cooking oil, etc. This means ***no* #1 wide containers** such as "clamshell" type packaging (the hinged containers that strawberries or muffins are often sold in) or clear, brittle take-out and deli containers.
- **Plastic films and bags *must* be gathered together and placed inside a bag to be recycled.** Loose materials are likely to be disposed of as waste at the materials recovery sorting facility.
- ***No* polystyrene (styrofoam™)!** When possible avoid buying products with this packaging—and ask retailers, restaurants and manufacturers to use alternative materials.
- **Plastics without an identification code imprinted on them *are not recyclable*.**
- **When in doubt, throw it out!** Non-recyclable trash reduces the value of your recyclable items and can contaminate the re-manufacturing process.

You can help keep the costs of collecting sorting and reprocessing recyclable plastics down and keep the value of the plastic commodities high by recycling **only those types of plastic that are currently accepted**. The chart on the other side of this page shows how plastics are used in recycling and manufacturing processes.

Type of Plastic	Examples of What is Acceptable for Recycling	NOT Acceptable for Recycling	It Gets Made Into…
1 **PET** **polyethylene terephalate** *It's tough and shatterproof.*	Peanut butter jars. Narrow-neck containers, such as for detergents, mouth wash, salad dressing, vitamins, soda and water bottles.	Microwaveable trays and "clamshell" packaging—often used to hold items such as strawberries, baked goods such as muffins, or salad bar meal containers.	Bottles, carpeting, tennis balls, insulation for jackets, t-shirts, paint brushes
2 **HDPE** **high density polyethylene** *It's flexible and often translucent.*	Milk jugs, juice bottles, whipped topping and sour cream tubs, liquid detergent bottles, medicine bottles, kitty litter jugs, plastic grocery bags.	Materials made from Tyvek, such as envelopes and protective gear.	Plastic lumber, detergent and bleach bottles, trash cans, buckets, toys, traffic barriers, fly swatters.
3 **PVC *or* V** **polyvinyl chloride** *It's tough and chemical resistant.*	Bottles for shampoo, cooking oil, salad dressing.	PVC pipes, lawn furniture or objects too large to fit in a recycling cart.	Floor mats, mud flaps, pipes, hoses, computer and electric cord wraps.
4 **LDPE** **low density polyethylene** *It's flexible and tough.*	Food storage containers, dairy container lids, bags newspapers are delivered in, dry cleaning bags.	Bags without a plastic identification number printed on them.	Garbage can liners, frisbees, plastic lumber, lawn furniture, toys.
5 **PP** **polypropylene** *It resists chemicals and heat, is stiff.*	Medicine bottles, deli containers, yogurt containers, disposable plastic cups, nursery plant packs and pots.	Polypropylene fabrics.	Brooms, lawn mower wheels, ice scrapers, paint buckets, toothbrushes.
6 **PS** **polystyrene** *It's brittle and see-through.*	Dairy containers, medicine and vitamin bottles, flower pots and nursery packs.	Disposable foam hot/cold beverage cups, carry-out containers, foam egg cartons, disposable plates, packing peanuts, anything styrofoam.	Building insulation, flower pots, CD cases and sleeves, rulers, trash cans, food service trays.
7 ***OTHER*** **other plastics**	Bottles such as for ketchup, syrup, window cleaner, 5-gallon water coolers.	Objects too large to fit in a recycling cart, anything without an identification code imprinted on it.	Street signs, pens, concrete supports, ice scrapers.

Business and Resource Directory

The list of processors, service providers and other businesses is provided as courtesy. It no way is intended to be a complete list, nor an endorsement for any business or service.

AAA Biotech &Computer Recycling
9631 Liberty Rd. Suite G
Randallstown, MD 21133
(410) 922-3663
garyh@aaabcrecycling.com
www.aaabcrecycling.com
Monitors, computers, telecom, TV's, laboratory, test, analytical, network, IT and other electronics

Allied Waste Services
8145 Reichs Ford Rd.
Frederick, MD 21704
Christine Tirado
(410) 977-2433
christinetirado@republicservices.com
www.republicservices.com
Solid waste collection: roll-off service, curbside. Recycling: mixed paper, old corrugated cardboard, high grade office paper, aluminum cans, glass bottles and jars, steel cans, plastic bottles, HDPE, PET

All-Shred, Inc.
4831 Winchester Blvd.
Frederick, MD 21703
Mary Pat Kulina
(301) 874-1480
marykulina@allshredmd.com
www.allshredmd.com
Paper recycling, document destruction

American Disposal Systems
26 Franklin St
Frederick, MD 21701
Michael Givens
(301) 695-0080
mgivens@adstrash
www.adstrash.com
Solid waste disposal, roll-off, yard waste, electronics, single stream

Arundel Recycling Center
7517 Connelly Drive
Hanover, MD 21076
(410) 761-6595
sales@arundelrecycling.com
www.arundelrecycling.com
Ferrous and non-ferrous metal, manuf. scrap from PVC Window frame, vinyl siding, HDPE, LEXAN, polystyrene, aluminum cans, lead acid batteries

Asphalt Roof Recycling
1005 Rising Ridge Rd.
Mt. Airy, MD 21771
(301) 831-0888
Asphalt roofing shingles

Better Composting
3132 Murray Rd.
Finksburg, MD 21048
(410)833-8330
Clean gypsum wall board, corrugated cardboard, yard waste, grain waste, pond algae, etc.

Browning Ferris Inc.
11710 Greencastle Pike
Hagerstown, MD
Christine Tirado
(410) 526-5149
christinetirado@republicservices.com
www.republicservices.com
Solid waste collection. Recycler for office paper and corrugated containers.

Butler Wood Recycling
4039 Tuscarora Rd.
Point of Rocks, MD 21777
(301) 607-4541
wbwoodrecycling@aol.com
www.butlerwoodrecycling.com
Clean wood debris such as brush, stumps, logs, chips, pallets, and scrape wood. They do not accept painted wood or treated wood products

Clean Earth of Maryland
1469 Oak Ridge Place
Hagerstown, MD 21742
(301) 791-6220
www.cleanearth.com
Contaminated soil and aggregates

Clym Environmental Services, LLC.
5104 Pegasus Court
Frederick, MD 21704
(301) 694-6000
beth@clymenvironmental.com
Single stream recycling collection. Bio-wastes.

Conservit
18656 Leslie Drive,
P.O. Box 1517H
Hagerstown, MD
(301) 791-0100
www.conservit.net
Ferrous metals, non-ferrous metals, scrap automobiles

Ecology Services Inc.
10220 Old Columbia Rd.
Columbia, MD 21046
Tim Osborne
(800) 932-7299
tosborne@ecologyservices.com
www.ecologyservices.com
Solid waste collection, hazardous wastes.
Recycling: mixed paper, cardboard, high grade office paper, aluminum cans, glass bottles and jars, steel cans, plastic bottles, HDPE, PET

e-End USA
510 Highland St., Unit E
Frederick, MD 21701
Nicole Orr
(240) 529-1010
survey1@eendusa.com
www.eendusa.com
Computers, PC's, mainframes, monitors, CRT's, printers, laptops, fax machines, copiers, telephone systems, network gear, server racks, wire & cabling, circuit boards, communications equipment, test equipment, UPS systems, cell phones, RF equipment
Fluorescent light tubes

Environmental Alternatives, Inc.
24024 Frederick Rd.
Clarksburg, MD 20871
(301) 428- 0822
www.eairolloffs.com
Wood, aggregates, metals, cardboard/paper, drywall, carpet, ceiling tiles, soils

EnviroSoultions, Inc.
7130 Kit Kat Rd.
Elkridge, MD 21075
Addison Bishop
(410) 799-7669
abishop@esiwaste.com
www.esiwaste.com
Carpeting, drywall, wood, metal, concrete, dirt, aggregate products, cardboard

First Secure Shred Inc.
P.O. Box 1776
Frederick, MD 21702
Debbie Ensor
(888) 620-1404
info@firstsecureshred.com
www.firstsecureshred.com
Paper recycling, document destruction

Fout's Roll Off
8099 D Hill Mark Court
Frederick, MD 21704
(301) 668-5525
Dumpster and roll-off service, Recycling service

Freedom Electronics
10420 Govenor Lane Blvd.
Williamsport, MD 21771
(301) 223-4123
rshulman@freedomrecycling.com
www.freedomrecycling.com
Computers, monitors, printers, fax machines, copiers, scanners, projection equipment, plotters, peripherals, tape drives, network hardware, telecommunications equipment, phone systems, security equipment, UPS systems, cell phones, VCRs, etc.

Georgetown Paper Stock
14820 Southlawn Way
Rockville, MD 20850
(301) 762-6990
gtownpaper@yahoo.com
Corrugated cardboard, office paper, commercial pre-consumer paper

Habitat for Humanity ReStore
1109 East Patrick St.
Frederick, MD 21701
(301) 662-2988
restore@frederickhabitat.org.
www.frederickhabitat.org
Recycle/reuse of cabinets, doors, windows, paint, plumbing supplies, lighting fixtures, general construction materials, home & garden furnishings

Imaging Supply Depot & Laser Life
P.O. Box 972
Mt. Airy, MD 21771
(877) 739-7008
info@imagingsupplies.com
www.imagingsupplies.com
Laser printer toner cartridges

Key Sanitation Inc.
1301 Rosemont Ave.
Frederick, MD
Bob Clark
(301) 668-8282
service@keysanitation.com
www.keysanitation.com
Solid waste disposal, roll-off, curbside, recycling: mixed paper, corrugated cardboard, high grade office paper, aluminum cans, glass bottles and jars, steel cans, plastic bottles, HDPE, PET, Yard Waste

La Farge North America
East South Street
Frederick, MD
(301) 694-4819
www.lafargenorthamerica.com
Concrete, asphalt

Maryland Paper Company
16151 Elliot Parkway
Williamsport, MD
Matthew Chakola
(301) 223-6550
mchakola@marylandpaper.com
www.marylandpaper.com
Corrugated cardboard, newspaper

Mid-Atlantic Pallet Company
1925 Thomas Run Circle
Bel Air, MD 21014
(410) 879-1700
Wood pallets

Miller Asphalt Products
2903 Dede Rd.
Finksburg, MD 21048
(410) 833-3780
www.cjmillerllc.com
Concrete and asphalt

Petry's Junk Yard
800 Gorsuch Rd.
Westminster, MD 21157
(410) 848-8590
Ferrous and non-ferrous scrap metal, junk cars & trucks

Pleasants Company
24012 Frederick Rd. Suite 320
Clarksburg, MD 20871
William Pleasants
(301) 428-0802
Concrete, asphalt, ferrous and non-ferrous scrap metals, wood pallets, land-clearing debris. Most construction and demolition waste.

Maryland Metals, Inc.
304 W. Church St. P.O. Box 31
Hagerstown, MD 21740
(301) 739-5525
www.marylandmetalsinc.com
Ferrous and non-ferrous metals

Professional Choice Animal Bedding
P.O. Box 1438
Frederick, MD 21702
(301) 696-1890
Scrap wood, wood pallets, kiln-dried new scrap wood, dimensional lumber

Regional Waste Service
82 West Main Street
Walkersville, MD 21793
(301) 682-7503
Solid waste,/recycling roll-off service

Reliable Recycling
502 N East St.
Frederick, MD 21771
(301) 663-4482
reliable-info@comcast.net
www.reliablerecyclingcenter.com
Ferrous and non-ferrous metals, aluminum and steel cans, aluminum scrap, white goods (excluding refrigeration equipment), cardboard

Roll-off Express
2900 Dede Rd
Finksburg, MD 21048
(410) 526-3535
rolloffjack@aol.com
www.rolloffexpress.com
Asphalt shingles, ferrous and non-ferrous metals, corrugated cardboard, mixed paper wood pallets, crates, dimensional wood

Safety Kleen
1448 Desoto Rd.
Baltimore, MD 21230
(410) 525-0001
www.safetykleen.com
Fluorescent light tubes, mercury contaminated devices, used motor oil, used antifreeze, waste oils, dental mercury, paint waste, x-ray film

Schroyers Recycling Center
8005 Reichs Ford Rd
Frederick, MD 21704
(301) 663-6022
Trucks, Busses, Cars, Large Vehicles

Scott Key Center
1050 Rocky Springs Road
Frederick, MD 21702
(301) 694-1600
www.co.frederick.md.us/index.asp?
Recyclers for toner and ink cartridges

T & M Mulch
1900 North Fountain Green
Bel Air, MD 21015
(410) 838-2266
www.tmmulch.com
Land-clearing debris, logs, stumps, pre-chipped yardwaste

The Phoenix Project
901 North Milton Ave
Baltimore, MD 21205
Towanda Boston
(410) 534-0499
tboston1980@hotmail.com
www.marylandpublicschools.org/MSDE/programs/phoenix/
486 computers and better. Arm of National Cristina Foundation. Donate refurbished computers to schools in MD. Pick-up service available.

Torn 2 Shredz
3850B Twin Arch Rd.
Mt. Airy, MD 21771
(301) 829-6636
info@torn2shredz.com
www.torn2shredz.com
Paper, document destruction

Triple 777 Sanitation INC
9820 Sugarloaf Dr
Damascus, MD
(301) 482-0082
Solid Waste, Recycling dumpster service

Valley Proteins, Inc.
PO Box 3588
Winchester, VA 22604
(540) 877-2590
VPCBPServ@valleyproteins.com
www.valleyproteins.com
Waste kitchen grease, fat, bone and meat trimmings, hides

Vintage Lumber Company
1 Council Drive P.O. Box 104
Woodsboro, MD
(301) 845-2500
woodfloors@vintagelumber.com.
www.vintagelumber.com
Antique lumber and timber reclaimed from renovations and demolitions

Waste Management
8101 Beechcraft Ave.
Gaithersburg, MD 20879
(800) 723-5060
sales_virginiamaryland@wm.com
www.wm.com
Solid waste collection, roll-off, curbside. Recycling: mixed paper, corrugated cardboard, high grade office paper, aluminum cans, glass bottles and jars, steel cans, plastic bottles, HDPE, PET, yard waste

County landfill, transfer station and composting facilities located at: 9031 Reichs Ford Road in Frederick.

In 2007, the composting facilities transformed more than 50 million pounds of yard waste and woody landscape debris into high quality mulch and compost.

These products are available for purchase on site, at a cost of $8.50 per cubic yard or $15 per ton.

Notes

Frederick County Department of Solid Waste Management

Office of Recycling

9031 Reichs Ford Road
Frederick, MD 21704

301-600-2960
www.FrederickCountyMD.gov/recycle

Recycle More. Waste Less.

Frederick County Recycles!

Printed on recycled-content paper!