



FREDERICK COUNTY GOVERNMENT

Jan H. Gardner
County Executive

DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT

Department of Solid Waste Management

Kevin L. Demosky, Director
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Residential Curbside Recycling Opt-In Program Multi-Family Properties and Small Businesses

Dear Property Owner:

Owners of small multi-family properties and some small businesses have expressed to Frederick County Government an interest in receiving curbside recycling service. Until 2018, the Residential Curbside Recycling Program had been available only to single-family residences and townhomes. In April 2018 we were pleased to announce expanded availability of this service to multi-family properties with nine (9) or fewer units and to certain small business proprietors. Properties with 10 or more residential units are not eligible for the Residential Curbside Recycling Program, as State law already requires owners of those properties to provide residents with recycling (MD Environment Code Annotated §9-1711¹). Initial roll out of this extended service occurred in July 2018.

Multi-Family Properties

If you choose to enroll your property in curbside recycling collection, the property bill will reflect a charge for \$88/year per unit, which is what single-family residences pay. The charge will show on your bill as a System Benefit Charge (SBC). Multi-family properties with no curbside recycling currently pay a System Benefit Charge of \$49/year per unit.

Should you choose to opt into this program, each unit will be charged the total fee, regardless of number of units currently occupied or the number of carts requested. Fractional or portioned service is not permitted for multi-family properties.

Small Businesses

The expansion of curbside recycling is being made available to certain types of small businesses. For a business to be eligible, the commercial property must 4,999 square feet or less and possess one of the following Bureau of Public Road Use Codes (BPRUC) classifications²:

BPRUC	Description
05200	Bed and Breakfast
39000	Barber Shop/Hair Salon
40600	Office with Apt Up
40800	Office-Converted Dwelling
41000	Office Building, Medical
41800	Office-Med, Converted Dwelling
42000	Office-Veterinary

¹ Md. ENVIRONMENT Code Ann. § 9-1711. Apartment buildings and condominiums, states that, on or before October 1, 2014, a property owner or manager or council of unit owners of an apartment building or condominium that contains 10 or more dwelling units, shall provide for recycling for the residents of the dwelling units.

² <http://dat.maryland.gov/realproperty/Documents/bpruc.pdf>

In addition, these commercial properties also must meet **all** of the following criteria: (1) have ten (10) or fewer employees (including part-time employees), (2) be located outside of the City of Frederick Historic District, and (3) be located between two existing residential service units on the Curbside Recycling Collection contractor's routes.

If you choose to participate in curbside recycling collection for the property mentioned above, the property will be charged \$88/year for properties that are smaller than 2,999 square feet, and \$176/year for properties between 3,000 and 4,999 square feet. The charge will show on your bill as a System Benefit Charge. Currently, low-waste commercial properties pay \$42/year for every 2,000 square feet of space.

All Eligible Properties

Once a decision is made to participate in the curbside recycling program, it cannot be revoked unless the multi-family property is legally converted to another use, as reflected in the State Department of Assessments and Taxation records, or the commercial property's BPRUC designation or business type changes.

If the property owner decides to participate, each multi-family unit or individual small commercial property is eligible to receive single-stream recycling collection service. Service is provided every other week on a standard collection day, which is occasionally shifted to accommodate holidays or inclement weather. Each unit may receive one (1) recycling cart. Carts are available in 35-gallon, 65-gallon, or 95-gallon sizes, and have wheels and a lid.

The following items are important to note for any property that participates in the Residential Curbside Recycling Program:

- A County-issued recycling cart is required to participate.
- Carts are County property and have a unique code for each address. When a resident moves, the cart **must** stay at the property where it was issued. Carts are not to be altered or permanently marked in any way. Only one cart will be issued per unit. A cart can be replaced a maximum of once every three (3) calendar years from time of issue unless the resident/property owner reimburses the County for the cart. One additional cart may be leased per unit at a cost of \$52/95 Gallon, \$47/65 Gallon, and \$37/35 Gallon, which is subject to change.
- All acceptable materials must be placed loose in the recycling cart. Recyclables must **not** be placed in any type of plastic bag. Excess materials may be placed beside the cart in a paper bag, cardboard box, or open-topped container clearly labeled "recycling."
- Recyclable materials may **not** be contaminated. A list of recyclable materials can be found on the cart lid, the County website, or the free Recycle Coach App.³ Unacceptable materials will be considered contamination and will not be collected by the contractor. It is important to understand that contamination of recyclables increases program costs; therefore, as a general guideline, "when in doubt, throw it out."

³ <https://www.frederickcountymd.gov/5287/Recycle-Coach-App>

- Carts must be placed curbside no later than 6:00 a.m. on the day of collection, within six (6) feet of the street, and at least four (4) feet from trash cans, mailboxes, or cars.
- Service is provided at the discretion of Frederick County's Department of Solid Waste Management. Failure to follow the program rules and regulations such as permanently marking carts, cart vandalism, contamination infractions, or improper cart set-out may result in the removal of this service.

At this time, if you would like to request curbside recycling service at your property please contact the Recycling Office at 301-600-2960. Staff will investigate the information for the address and provide you the necessary information and documentation paperwork.

At the time the property has been deemed eligible, in order to enroll (Opt-In) your property in the program the following steps must be completed:

- Complete the requisite documentation.
- Pay by check, made out to "Treasurer of Frederick County" for the amount prorated for the remainder of the current fiscal year.
- Submit the form and the check together to the Department of Solid Waste Management for processing. Mail to Attn: Curbside Opt In Program, 9031 Reichs Rd., Frederick MD 21704.

At the time of your signature and submission of the attached form, you agree to pay the prorated SBC rate for the period of time the property receives service in the current fiscal year, and for your property to be automatically enrolled and billed at the higher rate from this time forward.

Once Department of Solid Waste Management staff receive the form and payment, the property will be enrolled in the program. The designated units will receive the requested recycling cart(s) on the first collection day of the month in which service begins. Residents may begin using said carts immediately. Forms postmarked earlier than the 15th of the month will be processed to begin service in the next month; for example, a form postmarked January 1st to 15th would begin service in February, and forms postmarked January 16th to 31st would begin service in March.

All properties are subject to review and inspection by the Department of Solid Waste Management in order to verify program eligibility. If you choose not to opt into this program or are deemed ineligible, but are still interested in pursuing recycling initiatives at your property, please contact our office for a listing of potential haulers, or search online for rubbish/trash removal companies. There may be commercially available options that may better suit your needs.

If you have any questions or need additional information please feel free to contact the Recycling Office at 301-600-2960.

Sincerely,


Rebecca Culler
Recycling Program Manager