

**Prince George's County**  
**Commercial, Industrial & Multifamily Property Recycling Report/Plan**  
Annual Recycling Report for Property Owners and Managers

*Please Print Legibly:* For \_\_\_\_\_ reporting year. Tonnage(weight) \_\_\_\_\_ in pounds. Date: \_\_\_\_\_

**Section 1: Property Information**

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Section 2: Property Owner Information**

**Property Owner/ Property Management Company:**

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

***Multifamily Only:***

Homeowners Assoc. President Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Section 3: Property Profile**

**Property Type:** (Check all that apply)

- |                                    |                                      |  |   |
|------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Office    | <input type="checkbox"/> Grocery     | <input type="checkbox"/> Auto Repair   | <input type="checkbox"/> Bar/Restaurant   |
| <input type="checkbox"/> Retail    | <input type="checkbox"/> Service     | <input type="checkbox"/> Hotel/Motel   | <input type="checkbox"/> Health/Medical   |
| <input type="checkbox"/> Bank      | <input type="checkbox"/> Education   | <input type="checkbox"/> Beauty/Barber | <input type="checkbox"/> Place of Worship |
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Condominium |  |   |

Other: \_\_\_\_\_

**Generated Waste Profile:**  
(check all that apply)

**The primary waste materials generated at this property.**

- |  |  |  |                                      |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Office Paper  | <input type="checkbox"/> Plastic Bottles | <input type="checkbox"/> Motor Oil/Oil Filters | <input type="checkbox"/> Scrap Metal |
| <input type="checkbox"/> Newspaper     | <input type="checkbox"/> Glass Bottles   | <input type="checkbox"/> Food Scraps           | <input type="checkbox"/> Tires       |
| <input type="checkbox"/> Cardboard     | <input type="checkbox"/> Metal Cans      | <input type="checkbox"/> Anti-freeze           | <input type="checkbox"/> Yard Debris |
| <input type="checkbox"/> Hard Plastics | <input type="checkbox"/> Textiles        | <input type="checkbox"/> Grease/Cooking Oil    |                                      |
| <input type="checkbox"/> Electronics   | <input type="checkbox"/> Flourescents    | <input type="checkbox"/> Mattresses            | Other: _____                         |

## Section 4: Current Waste Hauler Information

1. Does this property currently receive recycling services? ☐ Yes ☐ No
2. This property receives recycling services from: \_\_\_\_\_
3. Recycling service provider phone number: \_\_\_\_\_

## Section 5: Current Garbage and Recycling Containers

### Garbage

Types of Containers	Number of Containers	Collection Frequency
2 yd. Dumpster		
4 yd. Dumpster		
6 yd. Dumpster		
8 yd. Dumpster		
64-96 gal. Cart		
Compactor		
Chute		
Other:		

### Recycling

Types of Containers	Number of Containers	Collection Frequency
2 yd. Dumpster		
4 yd. Dumpster		
6 yd. Dumpster		
8 yd. Dumpster		
64-96 gal. Cart		
Compactor		
Chute		
Other:		

### Property Description:

1. Number of garbage collection areas: \_\_\_\_\_
2. Number of recycling collection areas: \_\_\_\_\_
3. Total number of Units in Complex: \_\_\_\_\_
4. Total Number of Individual Buildings: \_\_\_\_\_
5. Number of Units Per Floor: \_\_\_\_\_
6. Number of Floors Per Building: \_\_\_\_\_
7. Are the collection areas enclosed: ☐ Yes ☐ No

## Section 6: Recycling Plan

I am aware that Prince George's County Council Bill 87-2012 requires my commercial/industrial/multifamily property to implement a recycling collection program as follows.

**My commercial/industrial/multifamily property is:**

*(Please initial next to all that apply)*

- |  |               |
|--|---------------|
| 1. Separating designated recyclable materials from garbage (recycling).  | Initial _____ |
| 2. Displaying signs and labeled containers in appropriate areas or rental units for the collection of designated recyclable materials.     | Initial _____ |
| 3. A party to a written service agreement for recycling collection service as noted above in Section 4 "Current Waste Hauler Information". | Initial _____ |
| <b><u>OR</u></b>   |               |
| 4. If NOT recycling, needing more containers or switching haulers, initial here.   |               |
| Getting quotes from different recycling service providers.   | Initial _____ |

## Section 7: Signatures

I understand and confirm that this information is true and correct. I have agreed to submit this application by electronic means. By signing this application electronically, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge. I also certify that:

- I understand the questions and statements on this application.
- I have read and understand the legal information.
- I understand the penalties for giving false information.

By checking this box and typing my name below, I am electronically signing this application.

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

*If you have any questions, concerns, or require technical assistance please contact the Prince George's County Recycling Section. Also, please inquire about Source Reduction and learn how you can realize substantial savings through reduced purchasing and disposal costs while benefiting the environment.*

In an effort to reduce costs to you as well as protecting the environment, we are beginning to phase out paper reports. Please consider completing this form online and e-mailing it to our office. We will still accept paper reports that are mailed in at this time, but would prefer them to be sent electronically.

Completed Online Reports are to be emailed to:

recyclingplan@co.pg.md.us

or alternatively you may mail report to:

Prince George's County Recycling Section  
9200 Basil Ct., Suite 300 Largo, MD 20774  
Phone: 301-883-3635  
Fax: 301-883-6048

# WORKSHEET FOR ESTIMATING QUANTITIES OF RECYCLABLES

The following table provides a list of commonly used storage containers, with their capacity and the amount of recyclable material that each container holds.

## Recyclable Material Capacity (in Pounds)

Recycling Container Size	Volume Capacity (Cubic Yards)	Newspaper (Loose)	Cardboard (Loose)	Aluminum (Whole cans)	Glass (Whole bottles or jars)	Steel (Whole cans)	Plastic (Whole bottles)	Single-Stream Containers* OR Commingled
<b>32-gallon</b>								
garbage can or pail	0.18	72	N/A	13	99	27	5	29
<b>55-gallon drum</b>	0.3	120	N/A	22	165	45	9	48
<b>90-gallon cart</b>	0.5	200	N/A	37	275	75	15	80
<b>Dumpster (2 yd)**</b>	2	800	150	148	1,100	300	60	320
<b>Dumpster (4 yd)**</b>	4	1,600	300	296	2,200	600	120	640
<b>Dumpster (6 yd)**</b>	6	2,400	450	444	3,300	900	180	960
<b>Roll-off Container**</b>	10	4,000	750	740	5,500	1,500	300	1,600
<b>Roll-off Container**</b>	20	8,000	1,500	1,480	11,000	3,000	600	3,200
<b>Roll-off Container**</b>	30	12,000	2,250	2,220	16,500	4,500	900	4,800

N/A - It is not likely that cardboard would be stored in this size container.

\*This category refers to aluminum, steel, plastic, and glass containers collected together in the same container.

\*\*Common-sized dumpsters and roll-offs are shown. Check with your collector to verify the size that your property uses.

## HOW TO USE THE TABLE TO FILL IN WORKSHEET

For each recyclable material your property collects.

1. Enter the type of material in column A.
2. Enter the size of container used to store this material in column B.
3. Enter the total number of containers dedicated to this material in column C.
4. Refer to table above to determine the average number of pounds of this material that the storage container holds. Enter this figure in column D.
5. Multiply column C times column D. enter this figure in column E.
6. Enter the number of collections each year that your property receives for this material in column F.
7. Multiply column E times column F. Enter this figure in column G.

A	B	C	D	E	F	G
Type of Recyclable Material	Type of Storage Container	Number of Containers (includes all locations)	Material Capacity for Container (Refer to table)	Quantity of Material Collected from all containers (lbs)	Number of Collections per Year	Total Quantity per Year (lbs)
		X	=	X	=	
		X	=	X	=	
		X	=	X	=	
		X	=	X	=	
		X	=	X	=	

**Total =** \_\_\_\_\_

**Maryland Recycling Act (MRA)**  
**Tonnage Report Form for**  
Reporting Period: January 1 thru December 31, 2017

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Complete 1 form for each County (or Baltimore City) from which unprocessed recyclables originated. Return the completed form **to the appropriate County Recycling Coordinator** by **March 1, 2018**. **DO NOT** report materials received from a processor listed on the Processor Mailing List – 2018, available in the “County Coordinator Resources” section at [www.mde.maryland.gov/recycling](http://www.mde.maryland.gov/recycling).

“MRA Tonnage Report Form Guidelines for Processors” is available online in the “County Coordinator Resources” section at [www.mde.maryland.gov/recycling](http://www.mde.maryland.gov/recycling).

County (or Baltimore City) where recyclables originated: \_\_\_\_\_

CATEGORY	MATERIALS	TONS RECYCLED *	CONTRACTOR/MARKET for MATERIAL
<b>COMMINGLED CONTAINERS</b>	Commingled Containers		
<b>COMPOSTED/ MULCHED <sup>1</sup></b>	Food Waste (composted/mulched only – also see “Food Waste” in “Other Materials”)		
	Landclearing Debris		
	Landscaping Debris		
	Brush and Branches		
	Grass		
	Leaves		
	Mixed Yard Waste		
	MSW Composted <sup>2</sup>		
<b>GLASS</b>	Wood Materials <sup>3</sup>		
	Other <sup>5</sup> :		
	Brown Glass		
	Clear Glass		
	Green Glass		
	Mixed Glass		
	Fluorescent Lights		
<b>METALS</b>	Other <sup>5</sup> :		
	Aluminum Cans		
	Lead-Acid (Auto) Batteries		
	Litho Plates		
	Mixed Cans (Aluminum & Tin/Steel)		
	Oil Filters		

CATEGORY	MATERIALS	TONS RECYCLED *	CONTRACTOR/MARKET for MATERIAL
	Scrap Automobiles		
	Scrap Metal		
	Tin/Steel Cans		
	White Goods		
	Other <sup>5</sup> :		
PAPER	Corrugated Cardboard		
	Magazines		
	Mixed Paper		
	Newspaper		
	Office/Computer/White Paper		
	Telephone Directories		
	Other <sup>5</sup> :		
PLASTIC	Film Plastic		
	Plastic Code No. _____		
	Plastic Code No. _____		
	Plastic Code No. _____		
	Mixed Plastic Bottles		
	Shrink Wrap		
	Other <sup>5</sup> :		
OTHER MATERIALS	Antifreeze		
	Animal Protein/Solid Fat		
	Asphalt		
	Coal Ash (Fly Ash, Pozzolan)		
	Concrete		
	Construction & Demolition Debris		
	Electronics/Computer Equipment		
	Food Waste (non-composted/mulched)		
	Industrial Fluids (e.g., cleaning pesticides, etc.)		
	MSW-to-Energy Ash		
	Pallets (Refurbished)		
	Sewage Sludge		
	Soil		
	Textiles		
	Toner Cartridges		
	Tires (Recycled) <sup>4</sup>		
	Tires (Retread)		

	Tires (Cement Kiln – 12% of total)		
	Waste Oil		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
	Other <sup>5</sup> :		
Total from Table B1b			
TOTAL TONS MRA MATERIALS		tons	

- \* 1 ton = 2000 pounds. To get tons if you have pounds divide the pounds by 2000 (*e.g.*, 4520 pounds/2000 = 2.26 tons).
- 1 The material must be composted or mulched and marketed! **Simply spreading a material on a field DOES NOT constitute a composted/mulched material and does not count as a recyclable material.** Composted/mulched material that ends up being disposed in a landfill does not count as a recyclable material.
  - 2 Consists of non-source-separated MSW materials (*i.e.*, trash).
  - 3 Includes recycling of wood products (*e.g.*, pallets, crates, barrels, wood furniture, canes, crutches, etc.). **Materials must be mulched or composted ONLY.** Otherwise, include in “Other Materials” category.
  - 4 Tires that are recycled into new products containing rubber (*e.g.*, trashcans, storage containers, rubberized asphalt, etc.), and use of whole tires for playground and reef construction. **Tires sent to an incinerator DO NOT count as recycling.**
  - 5 List the material.

I understand and confirm that this information is true and correct. I have agreed to submit this application by electronic means. By signing this application electronically, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge. I also certify that:

- I understand the questions and statements on this application.
- I have read and understand the legal information.
- I understand the penalties for giving false information.

By checking this box and typing my name below, I am electronically signing this application.

Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Confidentiality Clause:** Pursuant to the Public Information Act (Annotated Code of Maryland, State Government Article – Access to Public Records § 10-611 et seq) the inspection of the part of the public record that contains confidential commercial information may be denied. If you write “Confidential” on this form, the information you provide on this form will be reviewed, if necessary, to determine if it is exempt from disclosure under the law.