

RRD USE ONLY:  
 Tax ID#: \_\_\_\_\_  
 SDAT: \_\_\_\_\_  
 U&O #: \_\_\_\_\_

# Prince George's County Recycling Plan & Annual Report

*For all Commercial, Industrial, & Multi-family Properties  
 (In addition to the Initial Recycling Plan, This Report must be submitted EACH  
 YEAR between January 1 - the end of February.)*



Hover Over the Check Box to the Right to Read Requirement Before Continuing.

Reporting year: \_\_\_\_\_ Tonnage(weight) \_\_\_\_\_ in pounds. Date: \_\_\_\_\_

## Section 1: Property Information

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Type: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_ Total Units: \_\_\_\_\_

Property Management Co. or On-Site Manager: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ Unit/Suite#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner or Resident Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Unit/Suite#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Section 2: Recycle Contractor Information for Commercial, Industrial, & Multi-family Properties

Are you currently offering Recycling: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Section 3: Designation of Recyclable Materials to be Collected, or Generated (Generated would be material that your property can/could be recycling)

**Most Common Types of Recyclables that should be collected:**  
 (select all that apply) *These are items the Department expects to be recycled.*

**Other Types of Generated Recyclables:** *If your property is generating these materials, please contact our office for recycling options:*

- |               |  |               |              |             |                          |
|---------------|--|---------------|--------------|-------------|--------------------------|
| Office Paper  | Plastic Bottles  | Rigid Plastic | Yard Waste   | Anti-Freeze | Electronics              |
| Newspaper     | Wide/Narrow Plastic Containers (Resin #'s 1, 2, 3, 5, & 7) |               | Food Scraps  | Motor Oil   | Scrap Metal / Appliances |
| Cardboard     | Bi-Metal Cans, Aluminum Foil, Aerosol Cans                 |               | Tires        | Oil Filters | Mattresses               |
| Glass Bottles |  |               | Textiles     | Florescents | Grease/Cooking Oil       |
|               |  |               | Other: _____ |             |                          |

**Section 4: Container & Tonnage Information Based on Property Type**  
(How your material is collected and quantities)

**To Be Completed by Commercial, Industrial, and Multi-Family Properties:**

1. To Complete, enter number of containers next to the TYPE and Container Size (Exterior Cart, Dumpster, or Roll-off)
2. In the Same Row, under No. of Collections a Year, enter the number of times containers are collected.

<b>Calculator for Estimating Your Single Stream Recycling Rates</b>					
Use the calculator provided below to estimate your yearly Recycling Tonnage amounts. Place numbers in Container & Collections.					
Reminder: This Calculator is only for determining Single Stream Recycling.					
If you need to calculate for other than single stream, or different sized containers please contact this office @ (301) 883-3635.					
Recycle Container Type	Number of Recycling Containers	Container Size in Gallons	Size in Cubic Yards	No. of Collections a Year	Yearly Single Stream Recycling Estimates
Exterior Cart(s)		65			
		95			
Dumpster(s)			2		
			4		
			6		
			8		
Roll-offs			20		
			30		
			40		
<b>Total number of containers</b>			<b>Total Tonnage Amount (in pounds)</b>		
Single Stream consists of: Plastic bottles, Aluminum cans, Steel cans, Glass bottles, Carboard Containers and Paper					

**Commercial & Industrial Properties Only:**

Number of Trash Receptacles along Storefront:  
Number of Recycling Receptacles along Storefront:

Number of Collection Sites for  
**Commercial, Industrial, and  
Multi-Family Properties :**

**Section 5: Requirements by Property Type**

**Commercial and Industrial Properties:** Please be aware that as of July 1, 2019, Prince George's County Council Bill 12-2018, in conjunction with Council Bill 87-2012, requires owners of commercial and industrial properties to provide an opportunity for all tenants, patrons, and customers to have access to equally sized and equally convenient recycling containers alongside each trash container on the exterior of the property, including along storefronts. Recycling Containers shall be clearly marked with a list of materials that can be recycled displayed on or near the container.

**Multi-Family (Apartments and Residential Condominiums):** Please be aware that as of July 1, 2014, Prince George's County Council Bill 87-2012 requires licensees and owners of all single and multi-family rental facilities and condominiums shall provide an opportunity for tenants to voluntarily recycle designated recyclable material in a same manner as solid waste disposal, including convenient and assessable location with signage.

**Also: ALL MULTI-FAMILY, COMMERCIAL, AND INDUSTRIAL PROPERTY OWNERS SHALL SUBMIT TO THE DIRECTOR THIS PLAN FOR APPROVAL WHICH DEMONSTRATES COMPATIBILITY WITH THE COUNTY'S RECYCLING PROGRAM. THE PLAN SHALL INCLUDE, AT A MINIMUM:**

- 1) Designation of recyclable materials to be collected; (Section 3)
- 2) A collection system for the designated recyclable materials; (how is your recycling material being collected i.e. Contractor) (Section 2) and;
- 3) Provisions for publicizing the recycle program. (Next Page, question 2)

Please **answer the** following:

1. How are you Separating your Recycling Material?: Single stream (all items in one container), Dual Stream (Separate Containers –example, Cardboard separated out from other recyclables), or Multi-Stream (Separate Container for each type - example, Plastic, Paper/Cardboard, Bi-metal/Aluminum Cans).

2. How are you promoting and informing tenants and customers of your recycling program: (*Select all that apply*)

- a. E-mail blast
- b. Posters and or Signs (can be put on or directly above recycling containers)
- c. Flyers
- d. Welcome Package
- e. Other: \_\_\_\_\_

**Section 6: Legal and Signature**

**In addition to the required Recycling Plan, this Annual Recycling Report must be submitted by the owners of commercial, industrial, and multifamily properties yearly, between January and end of February, which accounts for the amount of designated recyclable materials collected. Failure to provide this document and/or not having adequate recycling, can result in civil violations being issued with penalties up to \$1,000.00 daily.**

- I understand the questions and statements on this form.
- I have read and understand the legal information.
- I understand that failure to provide accurate information, may result in civil penalties.

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

○ *Attention: Once you have checked the boxes (top of form and to the right) you cannot un-check unless you clear the entire form.*

Signature: \_\_\_\_\_

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 would request that you please consider completing this form on-line and e-mailing it to our office. If you require a hard copy, to complete and mail in, please contact our office at the number below.

To Submit Your Completed Form Click Below:

or alternatively you may mail report to:

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

To Clear Form, Click Here: