

**NEW 2011 COUNTY CODE
UPDATES INSIDE!**

**Recycling for
Apartments and
Condominiums**



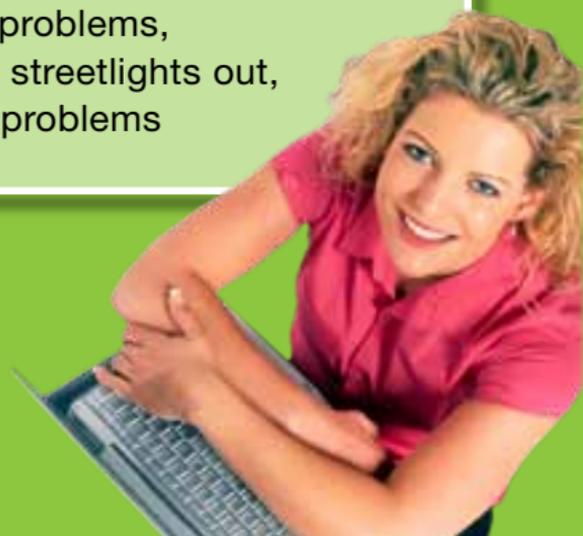
IMPORTANT PHONE NUMBERS

Commercial Recycling Office	703.228.6570
Fax	703.228.6493
General County Information	703.228.3000
TTY/TDD Phone number	703.228.4611
Utility Bill Inquiries	703.228.6570
Report after hour water, sewer or street emergencies	703.228.6555
Inspection Services, Permits	703.228.3800
Business Tax Inquiries	703.228.3060
Meals Tax Information	703.228.3060
Vehicle Personal Property Tax	703.228.3135
Fire Prevention, Permits and Codes	703.228.4644
Police Department - Non-Emergency Number	703.558.2222
Other County Programs for Commercial Properties	
Arlington Initiative to Reduce Emissions	703.228.4822
www.arlingtonva.us/climate	
Transportation Partners/Commuter Services	703.247.7433
www.commuterpage.com	
Arlington Employment Center	703.228.1400



Get it done—online!
Go to www.arlingtonva.us

- Pay** Taxes, utilities bills,
parking tickets
- Report** Broken parking meters,
bike trail problems,
potholes, streetlights out,
sidewalk problems



2011

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ARLINGTON
Trash Less. *Recycle More.*

Arlington County

Serving you and protecting our resources!

Every Arlington multi-family property must recycle – *it's the law*. Our goals are to:

- Make it easy in Arlington to recycle at home, work and play.
- Reduce waste and greenhouse gas emissions.
- Exceed Virginia's mandatory recycling rate.

We are excited to provide this guide to assist you with each step in setting up and operating a successful recycling program. This guide also explains how recycling may reduce costs and add value to your property.

Our staff is ready to answer questions and provide onsite, technical assistance to encourage residents to make recycling a daily habit. Please call our Commercial Recycling Office at 703.228.6570.

***Department of Environmental Services,
Solid Waste Bureau***



Recycling Makes Good Business Sense

Your community's recycling efforts make a difference to our environment and your bottom line. A successful recycling program:

Meets County Requirements

It's the law in Arlington that all multi-family properties have an onsite recycling program for residents to recycle:

- Mixed paper (newspaper, magazines, food boxes, corrugated cardboard and junk mail)
- Glass food and beverage containers
- Metal food and drink cans
- Aluminum
- Metal items
- Plastics

Saves Trash Disposal Costs

Trash disposal costs continue to rise in our region. Recycling not only saves disposal costs, but recycling haulers usually are paid for recycled materials based on current commodity prices. Based on the volume of recycling, some properties may be able to negotiate a share of recycling revenues.

Adds Value to Your Property

"Greening" your residential community with a convenient, well-managed recycling program can be a selling point as well as a valued service to residents.

Demonstrates Environmental Leadership

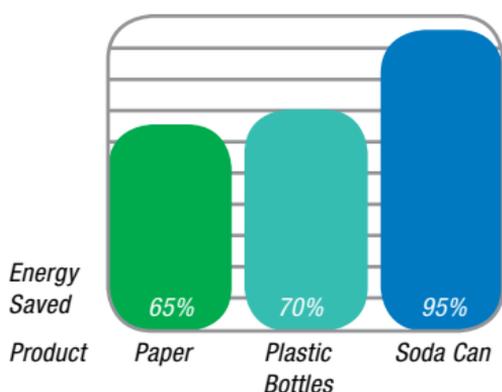
Publicly show your commitment to the environment by raising the recycling bar – add electronic composting and yard waste recycling to your program. Your property's reputation will increase along with increasing recycling participation.

How Does Recycling Really Help The Environment?

Recycling Saves Energy

Manufacturing goods from recycled materials requires 65% to 95% less energy than producing goods from virgin materials. For example, the same amount of energy needed to manufacture one aluminum soda can from virgin materials makes 20 cans from recycled aluminum.

Energy Saved by Manufacturing With Recycled vs. Virgin Materials



Recycling Reduces Pollution

Using less energy reduces emissions of greenhouse gases linked to global warming. For example, production of recycled-content paper uses 65% less energy, 80% less water, and produces 95% less air pollution than paper manufactured from wood pulp.

Recycling Conserves Natural Resources

By providing recycled materials for manufacturing new products, recycling saves:

- Millions of barrels of petroleum used to make plastic bottles
- Millions of trees used to make paper products
- Expense of mining and transporting four pounds of bauxite ore for every pound of recycled aluminium

Where Does Your Recycling Go?

After collection, your recycling is taken to a recycling facility where it is sorted by material (paper, aluminum cans, etc). Unacceptable items must be removed by hand. Next, large bales of sorted recycling are sold to manufacturers to make new products.

Products Made From What You Recycle



100% made into new cans and back on the shelf in only 60 days.



Made into newspapers, paperboard food and product boxes, office paper, and tissue.



Made into new plastic bottles, carpet, polar fleece, clothing, decks, benches, containers.



Made into new glass containers, kitchen tiles, countertops, and wall insulation.

What plastic can be recycled?

Some haulers now accept all plastic including yogurt cups and #1 through #7 containers. Ask your recycling hauler what recycling facility they use and what types of plastic they accept.

MULTI-FAMILY REQUIREMENTS

Arlington County requires all multi-family properties (apartments, condominiums and mixed use with three units or more) to recycle. As the property manager, owner or board member of a residential community, it is your responsibility to:

- Setup and maintain an effective, onsite recycling program for your residents.
- Recycle at least mixed paper (cardboard, newspaper, magazines, junk mail), metal cans, aluminum, glass bottles and beverage containers, plastics, and metal items.
- Submit an initial recycling plan to the County.
- Educate residents and staff about your property's recycling program upon move-in and at least once per year thereafter.
- File an updated recycling plan form every three years.

Requirements for Multi-Use Properties and Tenants

In multi-tenant commercial properties that combine office and/or retail with apartments and condos, ex: Pentagon Row, it is your responsibility to:

- Meet the above multi-family requirements.
- Setup recycling for business tenants to recycle the items listed above.
- Educate employees, tenants and customers about your property's recycling program.

Get it done online – download your Recycling Plan form online at www.arlingtonva.us/recycle.

Timeline for Recycling Compliance and Reporting

30 days File initial Recycling Plan after first tenant's date of occupancy.

90 days Onsite recycling program up and working. Inspector visits to confirm.

3 years File updated Recycling Plan by February 1st of every third year.

Anytime Inspectors visit property to:

- investigate a complaint
- monitor compliance as part of quarterly random sample

Anytime For questions and technical assistance call 703.228.6570 and ask to speak to Arlington's Commercial Recycling Office

Properties found in violation of reporting on time or maintaining an effective, onsite recycling program are subject to fines of up to \$300 per day.



WHAT TO RECYCLE

Rinse bottles and cans.



Metal food cans



Soda and drink cans



All plastic bottles & jugs



Glass bottles and jars





Magazines and catalogs



Phone books and books



corrugated cardboard



Newspapers and junk mail



Cereal and food boxes (flattened)

Successful Recycling Program Checklist

A successful recycling program is efficient and cost-effective. Often easy upgrades deliver great paybacks. Use this checklist to evaluate your current recycling program. Also review your trash and recycling contract(s). Based on your findings, go to the suggested section of this guide and take action!

- ✔ Most residents recycle weekly. *(see page 18)*
- ✔ Recycling containers are conveniently placed near trash cans for household recycling and in public areas ex: pool, party room, etc. *(see page 14)*
- ✔ Signs and labels are clear, visible and include pictures and/or multiple languages to identify items to be recycled. *(see page 14)*
- ✔ Recycling and trash containers are regularly monitored for contaminants and, if found, corrective action is taken. *(see page 21)*
- ✔ Staff follows procedures for collecting and promoting recycling. *(see page 18).*
- ✔ How to recycle is well advertised. *(see page 18).*
- ✔ Recycling containers/dumpsters are properly sized for recycling participation, a set for each group of 15-19 households. *(see page 21).*
- ✔ Current recycling service is your best value in today's marketplace. *(see page 15)*
- ✔ Recycling program has management support. *(see page 13)*

Keys To Success



Convenience

Place recycling containers next to trash containers to make recycling as convenient as throwing out the trash, (ex. next to trash chutes, etc.).

Well Trained, Committed Staff

Active involvement from an on-site manager is crucial to your program's success. Train maintenance staff on collection procedures and sales staff to answer questions and promote recycling.

Resident Education

Educating residents increases participation and reduces contamination. Promotional materials should emphasize benefits of recycling, what and what not to recycle, how, where and when to recycle and who to contact with questions.

Clear and Visible Labels and Signs

Post informative signs in common areas (in multiple languages). Replace worn container labels.

Program Monitoring and Expanded Services

Monitor inside and outside collection areas regularly for contamination. Increase recycling service to address overflow and reduce trash service to save money. Keep collection areas clean and neat.

In just 90 days after the first resident or tenant occupies your new property, an onsite recycling program should be set up and working.

Usually the property manager or owner designs the program and contracts for trash and recycling services. As the person responsible, your support and active involvement is crucial to the recycling program's success.

Four Easy Steps to a New Recycling Program

- Step 1** Enlist Support for Recycling
- Step 2** Design Program and Contract for Service – includes Checklist for Hauler Meeting
- Step 3** Educate Staff and Residents
- Step 4** Monitor for Continued Success

“Arlington apartment and condo residents only recycle about 12.5% of their waste.”

– Ecodata Study Report 2006

Step 1 – Enlist Support for Recycling

Top Management Support

Explain the value of a convenient, well-managed recycling program to owner(s), top-level property management, and condominium board members. See “*Why Recycle, p.3*” for details. If top management makes recycling a priority, so will staff and residents.

Recruit a Recycling Coordinator

Identify an onsite employee, resident or condo team to help set up, promote and monitor your recycling program. If you choose an onsite manager, building engineer, concierge or maintenance manager, then make these duties part of their performance evaluation.

Sample Coordinator Responsibilities:

- Keep containers properly labeled.
- Check for contamination and identify solutions.
- Encourage recycling and answer questions.
- Help design flyers, signs and labels.



Step 2 – Design and Contract for Service

Determine What Materials to Recycle

- Mixed paper (newspaper, magazines, food boxes, corrugated cardboard and junk mail)
- Plastic bottles and jugs
- Drink and food cans
- Aluminum
- Metal items
- Glass bottles and jars

Identify Locations for Recycling Containers

Place recycling containers next to trash so recycling is as convenient as taking out the trash. Also place recycling bins by mailboxes, in party, laundry and exercise rooms, by pool and other common areas.

Building Type

Best Recycling Location

Highrise

In trash room on each floor

Mid-rise

Next to trash in basement or outside enclosure

Garden

Next to trash in outside enclosure



Types of Service

Many recycling haulers now offer *single-stream service* where bottles, cans, mixed paper and cardboard are conveniently placed into one container or dumpster. Innovations in sorting technology are now available at many local recycling processors, making single stream collection possible.

Dual-stream service uses one recycling container for collecting commingled bottles and cans and a separate container for mixed paper.

Trash vs. Recycling Service

When you contract for trash service, you are paying for:

- Frequency of collection (2-3 times per week)
- Size of dumpster and/or number of containers
- Trash disposal at the Arlington-Alexandria Waste to Energy Facility or a landfill.

When you contract for recycling service you save on trash disposal costs and are paying for only:

- Frequency of collection (2-3 times per week)
- Size of dumpster and/or number of containers

Recycling processors also pay haulers for each ton of recycling based on the market price listed for recycled materials. You may be able to negotiate part of these revenues.



Request Proposals from Several Haulers

Ask for service to recycle bottles, cans, mixed paper, corrugated cardboard, and metal items. Contact several haulers to obtain competitive bids and compare costs for the same service options. For a current list of trash and recycling companies, visit www.arlingtonva.us/recycle.

What Haulers Typically Provide

- Large wheeled recycling containers or dumpsters; sometimes indoor containers
- Recommendations on size, locations and number of recycling containers
- Container labels - some offer labels with pictures and multiple languages.
- List of acceptable and unacceptable materials for recycling.
- An invoice detailing service:
 - Size and number of containers
 - Frequency of collection
 - Tonnage if available

Study Finds High Price Variation

A recent study of waste management in Arlington commercial and multi-family properties researched prices for the same sized dumpster and frequency of collection. **Prices ranged from \$1.13 to \$12.98, with an average price of \$5.47** per cubic yard per collection for the same solid waste service.

Checklist for Hauler Meeting

Below is a list of items, information, and questions to consider or have with you when you meet or speak with a hauler

- ✔ Materials to be recycled (bottles, cans, mixed paper and cardboard)
- ✔ What materials cannot be recycled (contaminants), what amount will be tolerated and any penalties charged
- ✔ Minimum amounts required for pick-up
- ✔ Locations for indoor (including public areas) and outdoor recycling containers
- ✔ Size, type and number of recycling containers. Consider a set for each group of 15-19 units
- ✔ Samples of clear, descriptive container labels including “No Garbage” labels
- ✔ Cost for increasing recycling collections versus adding larger/more containers
- ✔ Provisions in contract for reducing trash service as recycling increases and recycling additional materials
- ✔ Revenue sharing from sale of property’s recycled materials
- ✔ Invoice information needed: number of collections, size and number of containers and tonnage
- ✔ Name of the Material Recovery Facility where recycling is taken
- ✔ Value of purchasing a corrugated cardboard baler or a paper compactor

Step 3 – Educate Staff and Residents

Plan Training for Existing and New Staff

One key to a successful recycling program (see page 11) is well-trained, committed staff. Involve staff in the design and make them accountable for monitoring, problem-solving and overall program performance. Train new staff to ensure recycling is not emptied into trash.

- Walk through new responsibilities and collection and monitoring procedures with maintenance staff.
- Train sales agents and office staff to promote recycling and answer questions. Provide a supply of new signs and container labels and ask them to replace any worn ones.
- Create a Recycling Program Notebook containing what can and cannot be recycled, a map with recycling container locations, answers to frequently asked questions and staff procedures.



Goals of Resident Education

- Maximize resident participation by motivating more residents to recycle and increasing the volume of recycled materials.
- Reduce contamination from trash being placed in recycling bins and recycling being thrown away with trash.

Education Materials

- Create colorful, informative posters and signs showing what items can and cannot be recycled. Check out samples on our Recycling Toolkit at www.arlingtonva.us/recycle.
- Describe your recycling program in property brochures and move-in packets.
- Write articles frequently about the benefits of recycling and how, where and when to recycle for your community newsletter.



Newsletters and Events

Frequently communicate with newsletters and posters to remind residents to recycle and make it a habit. Here are some ideas for articles in your community newsletter.

- Materials recycled and not recycled
- Recycling location(s)
- Who to contact to report problems
- Interesting facts about recycling
- What happens to recycling
- Seasonal suggestions
- Tips from residents

Work with interested residents to hold a “green” event to educate residents about recycling, energy-efficiency, car-free commuting and reducing greenhouse gases. See inside front cover for a list of Arlington programs to contact for support.

Americans throw away 2.5 million plastic bottles every hour. If recycled, plastic bottles can be made into carpet, polar fleece, and maintenance free decks and benches.

Step 4 – Monitor for Continued Success

Evaluate How Program is Working

Another important key to a successful recycling program is to monitor performance and adjust services as needed. Often easy upgrades deliver greater efficiency and lower costs. Use the tips below along with the checklist on page 10 to evaluate how well your recycling program is working.

For 2-3 weeks, check recycling and trash containers before each scheduled hauler collection for:

- Damaged signs and container labels
- Fullness of containers
- Contamination:
 - Amount and type of trash in recycling bins
 - Amount and type of recycling thrown in trash
- How clean and neat collection areas are kept.

Make sure to record and report findings to residents to encourage proper recycling behavior and more participation. See page 22, *Recommended Actions Based on Findings* for more information.

Plan to repeat monitoring at least quarterly for one year and track findings to identify cost-saving service changes and seasonal variations such as large amounts of corrugated cardboard during holidays and prime move-in times.

Recommended Actions Based on Findings

Overflowing recycling: Add additional recycling containers - total of three containers for every 15-19 households.

High contamination: Add “No Trash” and “No Bottles and Cans” labels on containers. Use posters and flyers with photos or multiple languages describing what can and cannot be recycled.

Low participation: Put up signs and maps in common areas to identify the location of recycling containers. Use posters and flyers with photos or multiple languages describing what can and cannot be recycled. Explain why recycling is important using the benefits found in the Recycling Toolkit at www.arlingtonva.us/recycle.

Trash container not full: Your property’s recycling program is a success! Reduce your trash disposal costs by reducing the number of trash collections or size/number of containers.

Trash overflowing with cardboard: If occurring regularly, add corrugated cardboard recycling service and avoid paying trash disposal costs. Ask if broken down corrugated cardboard is acceptable with single-stream recycling service. If only a seasonal problem, ask maintenance staff to collect and haul cardboard from move-ins to an Arlington Recycling Center. See page 24 for locations.

Multi-Family Yard Waste Recycling Program

(Application required; no drop-in service)

Reduce hauling time and avoid paying disposal costs for your property's leaves, Christmas trees and spring yard waste. As a multi-family property in Arlington, you may receive drop-off service when you or your contractor haul yard waste to the Arlington Solid Waste Bureau Earth Products Recycling Yard near Shirlington.

The Multi-family Yard Waste Recycling Program is available during the same dates advertised seasonally for the following curbside yard waste programs:

When	Yard Waste Accepted
January (two weeks)	Christmas trees
March-April	garden debris, shrub trimmings, small branches and twigs
November-December	leaves only

How to Apply

Arlington County will send a letter and application to the property address on file for all Arlington multi-family communities. An application must be completed by the property manager for each Arlington multi-family community to register for the program. Applications are NOT accepted from yard maintenance contractors. For more information, visit www.arlingtonva.us/recycle or call 703.228.6570.

Recycling at Drop-off Centers

Arlington Recycling Centers

Open 24 hours a day/7 days a week for residents and small businesses to use, both Arlington recycling centers have separate containers for each of these materials: *(small quantities only - too small for commercial service)*

- Cardboard only.
- All types of paper (newspaper, catalogs, junk mail, cereal and food boxes, etc.).
- Food and drink cans, glass bottles and jars, and all types of plastic #1 through #7.

No plastic bags. Please return to the nearest grocery store.

Two Recycling Center Locations

- Quincy Park *(corner of N. Quincy St. and Washington Blvd. *Only open from sunrise to sunset)*
- Columbia Pike and S. Four Mile Run Drive

Household Hazardous Materials and Electronics Recycling (Residents Only)

Many household, lawn, garden and car products, paints, solvents, and TVs, computers and other electronics contain hazardous chemicals which pose a risk to your family, pets, neighbors and our environment. For recycling and safe disposal, apartment and condo residents may bring to the Household Hazardous Material Facility, located at:

Water Pollution Control Plant

530 South 31st Street

Collection: Every Saturday from 9 a.m. to 3 p.m. *(except on holidays). For more information visit www.arlingtonva.us/recycle or call 703.228.6832*

(Fee charged for TVs and monitors for lead and mercury recycling).

Donate Unwanted Stuff

Bicycles

Bikes for the World 703.740.7856
www.bikesfortheworld.org

Books

Arlington Libraries 703.228.3348
www.arlingtonva.us/library

Building Materials

Habitat ReStore. 703.360.6700

Electronics

Arlington Electronics Recycling 703.228.6832
www.arlingtonva.us/recycle

Furniture & Household Items

Alive, Inc 703.837.9300
www.Alive-Inc.org

Furniture Bank of Arlington 703.558.0035
(Arlingtonians Meeting Emergency Needs - AMEN)
www.emergencynneeds.org/fb.html

Thrift

Goodwill Industries: Virginia 703.636.4225
www.dcgoodwill.org

Salvation Army 703.979.3380
www.salvationarmy.org/ihq/www_sa.nsf

Online Services

Arlington Virginia Chapter of Freecycle
groups.yahoo.com/group/freecycle_arlington_va/

Art for Humanity -

Clarendon United Methodist 703.684.4635
www.artforhumanity.org/environmentalprojects.htm

Craigslist

washingtondc.craigslist.org/nva/

Missionfish

www.missionfish.org/index.html



SOLID WASTE BUREAU
4300 29th St., South
Arlington, VA 22206
703.228.6570
www.arlingtonva.us/recycle



Printed on recycled paper.