

PREPARING FOR A RECYCLING INSPECTION

WHAT IS A RECYCLING INSPECTION?

All commercial establishments and multi-family dwellings are required by Arlington County Code to provide a recycling system for tenants, employees, and customers. A Recycling Outreach Specialist (ROS) will inspect the property to determine if the property's recycling system is compliant and meets the Code requirements as well as provide feedback and suggestions to improve the recycling system.

WHEN WILL THE INSPECTION OCCUR?

The Recycling Outreach Specialists will visit the property Monday through Friday between regular business hours. You have the ability to mark your preferences for day and time on the Multi-Family/Commercial Trash and Recycling Systems Plan. Please note that while we will do our best to honor those preferences, there are thousands of properties which require annual recycling inspections and scheduling individual inspections is unrealistic.

HOW LONG WILL THE INSPECTION LAST?

The duration of the inspection will depend on the size of the building and type of commercial establishment or multi-family dwelling. Please plan for up to an hour for the inspection and debrief of each property.

BASIC REQUIREMENTS

- Provide a recycling system that includes a sufficient number of recycling containers for tenants, residents, employees, and customers.
- Properly label all recycling containers to clearly distinguish them from trash containers.
- Arrange for collection and transportation of recyclable materials at least once per week by:
 - Contracting a permitted collection company¹, or
 - Self-hauling to a designated recycling drop-off center or a residence outside of Arlington County.²
- Maintain all containers in a sanitary and serviceable condition.
- Educate tenants, residents, and employees through written or electronic means upon occupancy and at least annually thereafter.
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- Effective January 1, 2016:
 - Provide a recycling container adjacent to any trash container provided for use by tenants, customers, and visitors if it is reasonable expected that recyclable materials would be disposed at that location.

¹ A list of permitted haulers can be obtained from the Solid Waste Bureau.

² Must have an approved Certificate of Self-Haul with Arlington County Solid Waste Bureau.

WHAT MATERIALS MUST BE RECYCLED IN ARLINGTON?

County regulations require that the following materials be separated from trash for recycling:

- **Mixed paper** (including newspaper, office paper, magazines, catalogs, junk mail, cereal boxes)
- **Cardboard**
- **Metal and aluminum cans** (including beverage, food, aluminum foil, empty aerosol cans)
- **Plastic beverage and food containers** (including milk jugs, soda and water bottles as well as laundry and dish detergent containers, lotion, shampoo and conditioner bottles)
- **Glass bottles and jars** (including beverage and food bottles)

DO I HAVE A SUFFICIENT NUMBER OF CONTAINERS?

Remember that anywhere a trash container is provided and it is reasonably expected that recyclable materials will be disposed at that location, there must also be a recycling container. Please note that this is inclusive of trash chutes; if you meet the criteria you may file for an exemption.

A simple check is to look inside the trash container for recyclable materials. Common areas where recyclable materials are usually generated or disposed include, but are not limited to:

- Lobby
- Mail room
- Laundry room
- Customer eating area
- Behind the counter/register
- Desk side
- Kitchen
- Hallway
- Outdoor walkway or entrance
- Conference center
- Party room
- Fitness center
- Bar
- Trash rooms

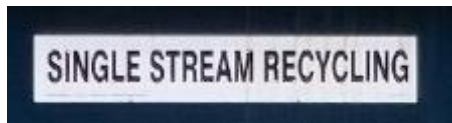
You also want to ensure that the recycling containers are not overflowing, indicating that there is an insufficient number. This is particularly important for the exterior collection containers. If the containers are consistently overflowing, below are a few suggestions: Add an additional collection day;

- Add an additional recycling container;
- Request to switch your current recycling container for a larger dumpster.

ARE MY CONTAINERS PROPERLY LABELED?

The recycling containers must be clearly distinguished from trash container by labels or other markings.

Examples of proper labeling:



Examples of improper labeling includes:

- Labels that are worn and peeling off
- Labels that say "Cardboard Only," and "Newspaper Only"



ARE MY CONTAINERS IN A SANITARY AND SERVICEABLE CONDITION?

Exterior containers must have tightly fitted lids, must not be damaged in any way, and must not allow for any leaks.

Example of tightly fitted lids:



Example of poorly fitted lids:



HAVE I PROPERLY EDUCATED MY TENANTS, RESIDENTS, AND EMPLOYEES?

Informing tenants, residents, and employees that there is a recycling system present in the commercial and or multi-family property is the first step in the educating process.

Provide them with either written or electronic instruction about participating in the recycling program within 14 days of occupancy and at least once per year thereafter.

Educational information should include answers to the following questions:

- What materials can be recycled? Information can be found in a prior section
- How to prepare recyclable materials? For example, rinse containers if needed and break down cardboard boxes before putting them in the recycle container
- Where to bring recyclables? To the interior trash room, garage, exterior collection space etc.
- When recyclable are collected? The day of the week the material is picked up by the hauler
- Who to contact for more information? Usually the business owner, property owner or manager

Examples of education:

- Community newsletters or emails
- Flyers
- Distributed property websites
- Posters



For more information please visit: <http://recycling.arlingtonva.us/recycling-system-toolkit/>

WHAT SHOULD I HAVE ON INSPECTION DAY?

During the inspection, the ROS will ask for the following materials:

- Copies of the educational materials
- A copy of an invoice from your trash and recycling hauler(s) (if available)

**If you are in need of assistance, please contact one of Arlington County's
Recycling Outreach Specialists:**

Olivia Kirk
(703) 228-7621
okirk@arlingtonva.us

Emily LeMay
(703) 228-6571
elemay@arlingtonva.us