

## The Corrective Actions Process for Multi-Family & Commercial Recycling System Compliance

The Environmental Management Office strives to work in partnership with business owners/managers and property managers to bring commercial businesses and multi-family dwellings into compliance with the County's recycling regulations. When that is not possible, the following steps are enacted to enforce recycling system compliance:

**Step 1). Notice of Violation (NOV)** This notice is given either on site during a recycling system inspection when one or more of the recycling system requirements were found to be in violation of the county code chapter 10 section IV, articles 31-35, or alternatively is sent electronically or in the mail when the property under inspection does not have an on-site management office or point of contact. This notice gives the responsible party 30 days from the date of issuance to rectify the specified violations and schedule a re-inspection. **It is the obligation of the responsible party or someone representing the property issued an NOV to contact the Recycling Outreach Specialist (ROS) or Environmental Management Office to schedule a re-inspection and/or demonstrate proof that the violations have been rectified.**

**Step 2). Order of Correction (OOC)** This formal document is sent to the "responsible party" or site representative that has failed to notify a ROS or the Environmental Management Office that the recycling system violation(s) have been rectified within 30 days from the date of the NOV. **The OOC gives the responsible party 15 days from its issuance to demonstrate that the violations have been corrected to halt the continuation of the corrective action process.**

**Step 3). Civil Penalty (CP)** The document which formally serves a fine invoice to the "Responsible Party" or site representative in response to a failure to demonstrate over 45 days or more, that the outstanding recycling system violations have been rectified. A \$300 fine is issued to a property each month that the requirements are not met after the initial CP. After the second CP has been issued, the Arlington County treasurer's office becomes responsible for the collections of future accumulated recycling system violation fines and late fees.

### **Right to Appeal Notices and Fines.**

The Responsible Party has the right to appeal a Notice of Violation, Order of Correction, or a Civil Penalty by submitting a written request to the County Manager within five (5) business days after service of notice, order, or fine. The County Manager or designee will render a decision within fifteen (15) business days following receipt of the request. Appeals should be mailed to:

County Manager's Office  
ATTN: Recycling Hearing Request  
2100 Clarendon Blvd, Suite 302  
Arlington, VA 22201

**For further questions or concerns regarding the recycling system compliance corrective action process, please contact the Environmental Management office at (703) 228-7610 or [ArlRecycles@arlingtonva.us](mailto:ArlRecycles@arlingtonva.us)**