

Recycling Inspection Checklist



Contract for weekly recycling collection service from a permitted hauler or confirm that recycling service is being provided by your landlord or property management company.



Register your establishment online with the Arlington County Trash and Recycling database, Re-TRAC and/or update and submit the annual Trash and Recycling Plan Survey. Visit connect.re-trac.com/registration/arlington-county.



Ensure recycling bins are paired with trash cans at locations where recyclables (paper, cardboard, metal, glass and plastic containers) may be generated and disposed. For example, trash cans in common areas will most likely need to be paired with recycling bins, while bathroom trash cans will not.



Make sure each recycling bin is clearly labeled and designated for recyclable materials. Recycling signage is available in the Recycling System Toolkit online at recycling.arlingtonva.us.



Educate employees about the recycling system at your establishment or property and be prepared during the recycling system inspection to provide documentation or samples of the recycling education materials used. Visit the Recycling System Toolkit for recycling education materials and customizable templates.

Questions about recycling system compliance in Arlington County? Check out the [Recycling Requirements Brochure](#) and the [Recycling System Compliance FAQs for Business Owners/Managers](#).