

# Frequently Asked Questions



## How do I know if and when my property will be inspected?

Multi-family properties are subject to an annual recycling system inspection as are most larger commercial buildings. Some smaller businesses are inspected every three years. Be prepared for the annual recycling system inspection by reviewing the **Recycling System Compliance Checklist for Property Managers**.

## How do I prepare my commercial retail tenants for a recycling system inspection and what is my responsibility in their recycling system compliance?

Property Managers are responsible for providing an overall recycling system if a trash system is provided. In addition, commercial tenants should receive information on the trash and recycling system for your property and the County's recycling system requirements no later than 14 days after occupancy, and annually thereafter. See our **tenant letter template** and **Recycling Requirements Brochure** for helpful resources for commercial tenants.

## Does the recycling information originally provided in my tenant/resident welcome packet fulfill the recycling education requirement?

Only for the first year. After that it is an *annual requirement* that property managers distribute additional recycling education to tenants/residents. You can download tenant/resident education materials and find recycling resources in the Recycling System Toolkit on our website — [recycling.arlingtonva.us](http://recycling.arlingtonva.us).

## Why do I have to submit a Trash and Recycling (T&R) Plan online if I submitted a plan last year and the information hasn't changed?

Submitting the T&R Plan is an *annual requirement*. If your plan information is the same, simply log on to Re-TRAC, upload a recent trash and recycling service invoice and update your electronic signature. The requirement is annual to ensure that the survey information is accurate. If you are new to Re-TRAC we have a **Step-by-Step Re-TRAC Guide** to help you get started.

Check out the **Recycling Requirements Brochure** and the **Recycling System Compliance Checklist for Property Managers** for more information.