



RE: ARLINGTON COUNTY BUSINESS RECYCLING REQUIREMENTS

Dear Property Owners and Managers:

Arlington County strives to be a world-class urban community and maintaining a clean and environmentally sustainable city is a top priority. To help us achieve this, the County has required that all businesses have recycling programs in place to collect recyclable materials.

Recent changes to Arlington's County Code, Chapter 10 requires all multi-family and commercial properties to abide by the city's mandatory recycling requirements as of January 1, 2016. The new Code necessitates that multi-family residences and businesses provide customers and visitors access to recycling, in addition to a recycling collection service. As a result, County staff will be visiting the newly affected businesses over the next few months to examine recycling systems and help ensure compliance. To be in compliance, you will need to:

1. **Register and submit your trash and recycling plan** on the County's online management tool at: <https://connect.re-trac.com/registration/Arlington-county>.
2. **Establish a recycling system** and at a minimum collect mixed paper, cardboard, metal, glass, and plastic food and beverage containers for recycling.
3. **Co-locate trash and recycling containers.** If there is a trash container provided for use, then a recycling container must also be provided if it is expected that recyclable materials would be disposed of at the location.
4. **Label recycling containers** to clearly distinguish them from trash containers.
5. **Provide educational materials** to employees and/or tenants on the recycling system at least once per year. This can be in the form of a flyer, e-mail, posters or bulletin board notices. We recommend that you review our Recycling System Toolkit available at <https://recycling.arlingtonva.us/recycling-system-toolkit/> for resources, including customizable flyers and posters.

An annual recycling system compliance and inspection fee of \$66.00 for each multi-family property or business location is required. The \$66 fee is typically invoiced after property inspections are performed. Fees are due within 30 days of the date of the bill. Failure to pay the recycling system fee after 60 days from the initial billing date will result in the addition of the inspection fee plus a \$100 late fee to the next utility bill for the property.

For more information on the multi-family and commercial recycling program, visit:
<https://recycling.arlingtonva.us/property-owners-managers/>.

In November 2015, the County Board adopted our “Zero Waste” goal, the first of its kind in Virginia, and one that demonstrates Arlington’s commitment to sustainability and environmental protection. Approximately two-thirds of all solid waste is produced by commercial and multi-family sectors in Arlington which is why your partnership is critical to helping us meet our waste reduction goals.

If you have questions about the recycling program requirements, please contact us at arlrecycles@arlingtonva.us. For all other questions, call 703-228-7610. Thank you in advance for your participation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Phil Bresee', with a long horizontal flourish extending to the right.

Phil Bresee
Manager, Environmental Management Office