



DEPARTMENT OF ENVIRONMENTAL SERVICES
Solid Waste Bureau

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January 2023

Dear Business or Multi-Family Property Manager:

Arlington County strives to be a world-class urban community and maintaining a clean and environmentally sustainable county is one of our top priorities. To help us achieve this, the County requires that all businesses and multi-family buildings have systems in place to collect recyclable materials from their tenants, employees, and visitors.

These requirements have been in place since the mid-1990s and are detailed in Chapter 10, Article IV of Arlington County Code¹. Specifically, properties must be able to demonstrate the following:

- Section 10-32. A: A recycling system must be provided for employees and tenants to separate the recyclable materials defined in Section 10-30 from trash.
- Section 10-32. A: Private collection and recycling of all recyclable materials must be provided at least weekly.
- Section 10-32. A.1: A sufficient number of recycling containers must be provided for the storage of recyclable materials and recycling container contents are not overflowing.
- Section 10-32. A.1: If a trash can be provided on the interior or exterior of the property, then a recycling container must be located nearby if reasonably expected that recyclable materials would be disposed at that location.
- Section 10-32. A.2: Recycling containers are clearly distinguished from trash containers by labels or other markings. Recycling Containers located on the exterior of a property shall be covered or otherwise secured to prevent the contents from blowing, leaking, or spilling.
- Section 10-32. A.3: Responsible Parties shall provide for on-site service for collection of materials Source-Separated for Recycling or reuse that is no less than one-half of the weekly service level (in volume or cubic yard capacity) for Trash services, thus allowing for at least one-third of the Waste Stream to be recycled or reused.
- Section 10-32. A.4: All recycling containers must be maintained in a sanitary and serviceable condition meaning containers must be leak proof and have properly functioning doors and lids.
- Section 10-33: A current Recycling Plan is on file with SWB. Regulated properties can register and submit a trash and recycling plan using the County's online system, Re-TRAC, at: <https://connect.re-trac.com/registration/Arlington-county>

¹ https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/22/2018/10/Chapter-10-TRASH-RECYCLING-AND-CARE-OF-PREMISES_2018.pdf

- Section 10-34: Written or electronic instructions regarding use and participation in the property or building's Recycling System within fourteen (14) days of tenant occupancy or employee hiring or contracting and at least annually thereafter.
- Section 10-39: Pay the annual Multi-Family and Commercial Recycling Program Fee. This fee ranges from \$16.25 to \$260.00. For Multi-Family Properties, the fee shall be based on the number of dwelling units. For Commercial Establishments, the fee shall be based on factors that include all or some of the following: business or property type, number of employees, and other resource needs associated with the business or property type. This fee helps cover the recycling program's operating costs and outreach materials and will be issued that January. The general fee schedule is attached.
- The recycling system at your business or property must be able to recycle the following materials:

What to Recycle

	<p>Paper & Cardboard mixed paper, newspaper, books, magazines, cereal & food boxes, cardboard, juice boxes, milk, wine & broth cartons</p>		<p>Plastic plastic bottles & jugs #1-5, 7 (with lids), containers, wide-mouth plastics and rigid plastics</p>
	<p>Metal Metal cans, empty aerosol cans, aluminum foil & trays</p>		<p>Glass all bottles & jars</p>

Recycling outreach specialists from Arlington County's Solid Waste Bureau inspect businesses and multi-family communities to examine recycling systems and help ensure compliance. Inspections are conducted at random and generally take between 15 to 30 minutes. Recycling outreach specialists are also available to help troubleshoot program challenges and to provide resources and materials such as recycling bin labels, signs and refrigerator magnets.

Finally, our [Recycling System Toolkit](#) provides information, including the [Where Does It Go? Directory](#), printable recycling signage and customizable letters and outreach materials to help educate your tenants and employees about the recycling system.

If you have any questions, please contact an Arlington County recycling outreach specialist at 703-228-7610 or at ArlRecycles@arlingtonva.us.

Thank you,

Environmental Management Office
Solid Waste Bureau