

## Time to Update Your Trash & Recycling Plan in Re-TRAC!



Arlington County conducts regular inspections of multi-family and commercial properties to ensure compliance with the trash and recycling requirements of the County Code. As part of the inspection process, all businesses and multi-family properties are required to have a current Trash and Recycling Plan on file with the Solid Waste Bureau.

At the beginning of each Fiscal Year (July 1), we ask that you please take the time to update and/or complete the Trash and Recycling Plan for your business or property. Visit [connect.re-trac.com/registration/arlington-county](https://connect.re-trac.com/registration/arlington-county) to access your Re-TRAC account and update and/or complete the newest fiscal year's Trash and Recycling Plan.

If you need any assistance, please email [arlrecycles@arlingtonva.us](mailto:arlrecycles@arlingtonva.us).

### County Code Information

Arlington County requires that all multi-family and commercial properties provide a recycling system per [Arlington County Code Chapter 10](#). There are four basic recycling requirements businesses and multifamily residences need to follow:

1. **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.  
**Separate Recyclable Materials from trash.** These materials must be collected, stored and transported separately from trash.
2. **Educate tenants, residents, employees and system users about recycling.** Written or electronic instructional and educational material must be provided upon occupancy or hiring and at least once per year thereafter. Check out the [Recycling System Toolkit](#) for ready to download educational materials.
3. **Provide recycling collection service that is no less than one-half of the weekly service level (in volume or cubic yard capacity) for trash service.**
4. **Each multi-family dwelling and commercial establishment is required to submit and maintain an up-to-date [Trash and Recycling Plan](#).**

### Annual Recycling Inspection

An Arlington County Recycling Outreach Specialist will visit your business either annually or tri-annually (depending on the type of property and business) to assist in meeting the recycling requirements mandated by the County. The Recycling Outreach Specialist will conduct a recycling inspection, make recommendations and provide valuable resources for business owners, tenants, employees and visitors.

You can get more information about [Preparing for an Inspection](#) and learn more about recycling systems by visiting the [Recycling System Toolkit](#).

### **Reporting Requirements**

Re-TRAC Connect, an online waste reduction software program, hosts [Arlington County's Multi-Family and Commercial \(MFC\) Recycling Compliance Program](#). This program contains your trash and recycling plan and keeps all forms related to your recycling system in one location for easy access and management.

After creating a login, verifying your e-mail address, and entering in your business name and address, your property will show up as "pending approval". This indicates that your property information has been sent to the County for approval. Arlington County staff will confirm you are located within the County and notify you of approval.

All commercial and multi-family properties are required to complete an electronic Trash & Recycling Plan annually. It is the responsibility of the property owner or manager to keep the plan up to date.

## **Enforcement**

We strive to achieve compliance through education and outreach. However, fines may be assessed in cases where assistance has been offered and the violator continually fails to meet the requirements.

Any property found in violation will be issued a notice of violation and given thirty (30) days to correct the violation. If such violation has not been corrected within the given thirty (30) days, the responsible party will be notified that the property will be subject to a fine of up to three hundred dollars (\$300.00) unless the identified violations are corrected within fifteen (15) days. If the responsible party fails to correct the violation within fifteen (15) days, the property will be fined up to three hundred dollars (\$300.00) for each day such violation continues.

## **Contract a Hauler or Self-Haul**

Commercial and multifamily property owners/managers should work with a private recycling hauler to set up a recycling program. Often owners will use the same hauler for their trash and recycling services. Remember — you are the customer. It's your right to shop around for the best price on hauling services. Recyclable materials must be picked up at least weekly by a permitted hauler. Commercial and multi-family properties are also welcome to use our Recycling Drop-off Centers.

- [Permitted Hauler List](#)
- [Recycling Drop-Off Centers](#) – Drop-off centers have multiple containers for disposal. Please separate and deposit materials as directed.