On July 1, 2006, the City Council passed a mandatory recycling ordinance for all commercial businesses and multi-family properties. Since then, over 70% of the commercial properties in the City have submitted a Recycling Implementation Plan (RIP form) and have established a recycling program in accordance with the City Ordinance.

**WHY IS THE ORDINANCE NECESSARY?**

- The State of Virginia requires all jurisdictions to achieve and maintain a 25% recycling rate.
- Businesses and Multi-Family properties account for more than 70% of the City’s solid waste stream thus making commercial recycling imperative for achieving the City’s recycling goal of 65%.

**WHO IS REQUIRED TO RECYCLE?**

- Businesses and Commercial Offices
- Multi-Family Properties
- Federal, State and Local Government Offices
- Apartments and Condominiums
- Home Owners Associations
- Condo Owners Associations
- Educational & Non-Profit Institutions
- Residential properties classified as commercial properties by the City

**WHAT IS A RECYCLING PLAN?**

A Recycling Implementation Plan (RIP) describes the refuse and recycling systems in place at commercial and multi-family properties. Business owners and property managers are required to complete a RIP form every two years. The form requests the following information:

- Contact information for businesses or designated representatives
- Materials being recycled
- Hauler names for both trash and recycling
- Container sizes, quantity and collection frequency
- Population of building
- Educational methods for informing employees about recycling

**WHAT MATERIALS MUST BE RECYCLED?**

**Businesses** - All businesses must recycle the two (2) materials that they generate in the largest quantities at each location.

Recyclable materials may include:
- Mixed Paper (as specified by your recycling service provider)
- Corrugated Cardboard
- Commingled Food and Beverage containers (glass, plastic, metal)
- Scrap metal
- Used motor oil or tires
- Clean wood or pallets.
- Restaurant grease and oil

**Multi-Family Housing** - including Apartments, Condos and Homeowners Associations must recycle the following:

- Mixed Paper
- Corrugated Cardboard
- Commingled Food and Beverage containers (glass, plastic, metal)

*Note: Single Stream Recycling – is an acceptable substitute for source separated recycling of 2 or more materials in all instances.*

Visit [www.alexandriava.gov/Recycling](http://www.alexandriava.gov/Recycling) for more information on acceptable recyclable materials or how to implement a new recycling program.

**WHAT IF I DON’T GENERATE ANY RECYCLABLES?**

Please note this on your RIP form in the comments section and you will be allowed to apply for a temporary waiver for up to 2 years.

**WHAT ARE THE PENALTIES FOR NOT SUBMITTING THESE FORMS?**

Penalties range up to $1500 per month depending upon the volume of trash generated at the property. (Refer to Sec. 5-1-97 of the City ordinance for more details)

**HOW ARE THE FORMS SUBMITTED?**

- RIP forms are submitted electronically through a secure City web site;
- Notifications containing the login information are e-mailed or mailed at least 60 days prior to the deadline for submission;
- Properties without internet access may contact the Commercial Recycling Specialist at (703) 746-4133 for assistance.
Recognizing that managing waste is a public health issue as well as a quality of life issue, Alexandria will maintain a well-preserved public image by managing, handling, and disposing of solid waste in an environmentally sustainable manner.

**HOW TO SET UP A RECYCLING PROGRAM**

A Recycling Program can be set up in 4 easy steps:

1. Ensure management support and designate a recycling coordinator
2. Plan and set up a collection and storage system
   - Determine what materials you need to recycle
   - Contact your hauler for services and pricing
   - Keep it simple and convenient
3. Promote the program and provide basic recycling education
   - Make sure all recycling containers are clearly labeled
   - Notify your tenants and staff in accordance with City regulations
4. Monitor, evaluate, and reinforce good recycling habits

**ADDITIONAL RESOURCES**

The following resources for creating a recycling program can be found online at: alexandriava.gov/Recycling

- Permitted Hauler List
- Educational Signs & Flyers
- Janitorial/cleaning staff information
- Sample contract language
- Labels for containers

**QUESTIONS OR ADDITIONAL ASSISTANCE**

For more information about how to set up your commercial recycling program or submit your annual RIP form, please visit our website at: alexandriava.gov/Recycling

Or contact the City’s Commercial Recycling Specialist at: commercialrecycling@alexandriava.gov

Tel: (703) 746-4133

We’ll be happy to assist you.