

## ALEXANDRIA RECYCLING REQUIREMENTS

Alexandria's new ordinance requires that all businesses and multi-family properties:

1. Submit a Recycling Implementation Plan (RIP) by January 1, 2007 and every other year thereafter;
2. Submit a Recycling Data (RD) form by March 15, 2008 and every year after;
3. Provide recycling services and employee/tenant education at least twice a year.

## WHAT MATERIALS HAVE TO BE RECYCLED?

All businesses are required to recycle the two materials they generate in the largest quantities each year.

### Examples are:

- Mixed paper (any newspaper, office paper, magazine, paperboard, colored paper, and corrugated cardboard)



- Commingled Containers (Plastic, glass, metal food and beverage containers)



- Used motor oil and tires
- Scrap Metal

All apartments, condominiums, and homeowner associations must recycle mixed paper and commingled containers.

## NEED RECYCLING BINS?

Contact your current recycling hauler to see if they will provide recycling bins for both inside and outside your building.



Your current office supplies provider may sell recycling containers.

Other providers include:

**Betty Mills:** 800-BettyMills  
**United States Plastic Corp:** 800-809-4217  
**Busch Systems:** 800-565-9931  
**Midpoint International:** 888-646-4246.  
**Amazing Recycled Products:** 800-241-2174  
**Diamond Container Corp:** 301-350-8000  
**Amazing Recycled Products:** 800-241-2174  
**Recycling Products, Inc:** 800-875-1735  
**Plastican, Inc:** 978-537-4911  
**Rescue Earth Recycling Systems:** 800-275-0460  
**Resourceful Bag and Tag, Inc:** 800-872-8241  
**Windsor Barrel Works:** 800-527-7848  
**Zarn, Inc:** 336-349-3324

## BUY RECYCLED!!

Help Close the loop by buying products made from recycled materials

## ELECTRONIC/HAZARDOUS WASTE?

Be a Community Leader!  
Dispose of your Electronics and Fluorescent and HID (high-intensity discharge) bulbs correctly.

Need more information visit:  
[www.knowtoxics.com](http://www.knowtoxics.com)



# Recycling Works



## A GUIDETO SETTING UP A RECYCLING PROGRAM AT YOUR BUSINESS OR APARTMENT

City of Alexandria  
Recycling Office  
133 S. Quaker Lane  
Alexandria, VA 22314  
703-751-5872

## A RECYCLING PROGRAM IN 4 STEPS

1. Ensure management support and designate a recycling coordinator
2. Plan and set up a collection and storage system
3. Promote and provide basic recycling education
4. Monitor, evaluate, and reinforce recycling habits

### MANAGEMENT SUPPORT AND RECYCLING COORDINATOR



Recycling must be a top priority for top-level management; otherwise, it will not be for employees.

A coordinator is responsible for data and information collection and program implementation.

### COLLECTION AND STORAGE SYSTEM

#### *Determine Materials to Recycle*

See requirements of City Code. Generally, the more you recycle to more you can save on trash disposal.

#### *Determine Collection Methods and Containers*

Decide how many recycling totes/dumpsters are needed based on staff/resident size and amount of trash produced. A waste audit is a good way to determine recycling needs.

Identify a convenient and easy access area to store your recycling totes/dumpsters; ideally, next to the trash collection.



Lastly, ensure recycling is easy and convenient for staff and containers are well-labeled.

#### *Arrange for Pick-up*

Check with your current service provider and compare costs with others in the area. Look in the Yellow Pages under Rubbish Removal or Recycling. Select a provider who supports waste reduction and can accommodate a decreased generation of trash by:

- a. Making fewer pickups
- b. Downscaling dumpster size
- c. Reducing the number of dumpsters
- d. Meeting competitive provider prices

\*\*It is important that the recycling provider transports materials to the certified processing center to ensure that the materials are recycled.

#### *Items to discuss with recycling provider*

1. What materials are accepted and how long they have been in the business of recycling
2. Obtain the specifications for proper materials separation
3. Number, type, size, and location of recycling containers
4. Establish a schedule for pick-up. Is pick-up schedule determined by amount (volume) generated, or is it based on time intervals? (weekly, bi-weekly, etc.)
5. Definition of and rejection policy for contaminants
6. Are service costs based on weight or volume of materials, or is it a fixed fee, regardless of the amount of materials generated
7. Anticipated savings (monies earned from the various materials) or decrease in disposal costs
8. Additional equipment needs, if any
9. Potential changes to waste hauling contract



### Questions or Need Assistance

Contact the Recycling Office  
703-751-5872

## EDUCATION

Involve janitorial and maintenance staff in program implementation and education. Educate before and continually during the program implementation. Continue to educate through flyers, posters, newsletters, etc.

Include signage that tells what **IS** and is **NOT** included in your recycling program.

Educate in multiple languages.



### RECYCLING HINTS

Collection hints to help your recycling program work:

#### **RECYCLING LOCATION:**

- In every office and common area
- Near trash cans to make recycling convenient and to discourage garbage from being dumped in the bins
- Make sure your recycling bins are highly visible, clearly marked and attractive

#### **RECYCLING FREQUENCY:**

- Make sure recycling is picked up often enough that the bins are never overflowing
- Decrease the number of trash cans
- Post a collection schedule to help avoid missing pick ups