

COMMERCIAL &MULTI-FAMILY RECYCLE PROGAM

City of Alexandria Transportation & Environmental Services

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INTRODUCTION

THE COMMERCIAL & MULTI-FAMILY RECYCLING PROGRAM GUIDE



This Commercial & Multi-Family Recycling Program Guide supports multi-family apartment buildings, condominiums, and cooperatives to comply with The City of Alexandria's trash and recycling requirements. This guide contains information explaining the required recycling programs that facilities must maintain for their residents.

Also included are details on how waste can be reduced and reused in a multi-family setting and how buildings can elect to provide opportunities for residents to compost, recycle specialty materials, and properly dispose of hazardous waste.

Maintaining successful recycling programs will help your building avoid fines for non-compliance and support the City's 50 percent recycling goal.

RECYCLING IMPLEMENTATION PLAN

COMMERCIAL RECYCLING REQUIREMENTS

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 50%.

WHO IS REQUIRED TO RECYCLE?

- Businesses and Commercial Offices

- Multi-Family Properties

- Federal, State and Local Government Offices

- Apartments and Condominiums

- Homeowners Associations (HOA)

- Condo Owners Associations

- Educational & Non-Profit Institutions

- Residential properties classified as commercial properties by the City

RECYCLING IMPLEMENTATION PLAN

WHAT IS A RIP FORMS?

In 2010, The Recycling Implementation Plan and Recycling Data Sheet were combined into a single form to be submitted yearly by the Property Owner, Business Owner, or Property Management Company responsible for the contracting of Trash and Recycling services. The RIP form details:

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

HOW ARE THE FORMS SUBMITTED? FORMS?

RIP forms are now designed to be submitted electronically through a secure City web site Notifications containing instructions on how to submit your RIP forms will be mailed at least 60 days prior to the deadline for submission Properties without internet access may contact the Commercial Recycling Specialist at: (703)746-4135 for assistance.

WHAT ARE THE PENALTIES FOR NOT SUBMITTING

Penalties range up to $1,500 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)

SETTING UP A COMMERCIAL & MULTI-FAMILY RECYCLING PROGRAM



Businesses, apartment buildings, and condominiums generate two-thirds of all trash and recycling in the City of Alexandria. To help achieve the City's goal of a 50 percent recycling, City Council passed Article H of Title 5 requiring business and multi-family property owners to submit a Recycling Implementation Form (RIP form) every two years. For additional information on the program requirements, please see Recycling Implementation Plan Brochure.

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.

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

- Ensure management support and designate a recycling coordinator
- Plan and set up a collection and storage syste
- Determine what materials you need to recycle
- Contact your hauler for services and pricing
- Keep it simple and convenient
- 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
- Monitor, evaluate, and reinforce good recycling habits

WHAT IS RECYCLABLE!

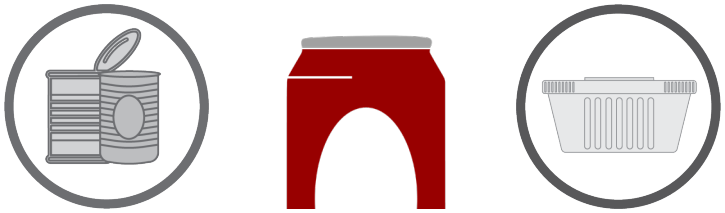
PLASTICS
EMPTY & RINSE LABLES OK



PAPER & CARDBOARD
EMPTY



METALS
EMPTY & RINSE



NO



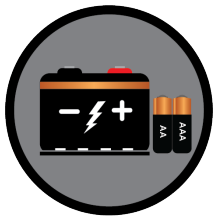
NO PLASTIC



NO GLASS



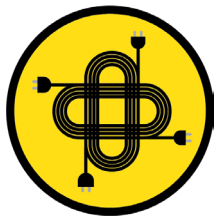
NO STYROFOAM



NO BATTERIES & ELECTRONICS



NO CLOTHING OR TEXTILES



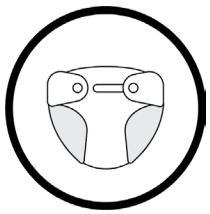
NO TANGLERS (CORDS, HOSES)



NO SHREDDED PAPER



NO PET WASTE



NO DIAPERS

DONATIONS



DONATIONS AND REUSE

Many items that we often dispose of after a single use can actually be used multiple times. The more items that can be kept in “circulation” through reuse or donation, the less material will be introduced into the waste system.

The more your residents re-use and donate items, the less waste your multi-family building will need to manage. Ways your building can facilitate reuse and donation include:

JANITORIAL STAFF



Planning Your Recycling Program – Your Choice

Janitorial service companies are valuable partners in the success of your recycling program. Your janitorial staff is responsible for pickup from tenants and often accountable for proper separation of trash from recyclables before collection by your recycling vendor. Janitorial labor is among your highest expenses. With their help, involvement and commitment to the recycling process, you can have a successful and cost-effective recycling program.

This sheet contains tips on working with your janitorial service company to create a simple, easy to use recycling program that works for everyone. It also contains sample language for your janitorial contract or next janitorial bid. works for everyone. It also contains sample language for your janitorial contract or next janitorial bid. Work with your recycling company to minimize sorting of recyclables (e.g., collect all paper types together rather than separate colored from white). A simply designed and convenient recycling program is likely to improve participation and work efficiently. Here are three possible collection options:

- Have your janitorial service staff empty tenant desk-side recycling bins and larger centrally located recycling bins.
- Have your tenants empty their own recycling bins into larger, centrally located recycling bins on their office floors (usually located near photocopiers or printers). Janitorial staff is only responsible for emptying these larger bins.
- Set up desk-side bins as recycling only for janitors to empty. Have tenants take wet trash to central locations (usually kitchen areas).

Tips for Working with Janitorial Staff

Whatever collection option you choose, the following tips will help you work with your janitorial service company to make any method work effectively.

Include in your written contract the type of recycling service needed (e.g., empty desk-side recycling bins nightly, empty centrally located bins, what materials to collect, where they are to be taken, how often to collect materials). Sample language is included at the end of this Tip Sheet.

- Make it easy for janitors to identify recycling bins by having bins all the same style or color-coded.
- Place labels on all recycling bins to clearly identify them. Check with your janitorial company to find out if labels should be in another language.
  Include pictures of acceptable materials.
- Discuss with janitorial staff the best location for the larger bins to increase service efficiency.

JANITORIAL STAFF

- Post a floor plan map indicating central recycling areas and location of recycling bins in a convenient reference area for janitors.
- Ask janitorial staff to report when recyclables are improperly sorted or found in the garbage so building management can communicate problems and solutions with tenant contacts.
- Direct janitorial staff to pick up extra recycling items only if they are clearly labeled for “Recycling.”
- Work with janitorial staff to ensure they have the equipment they need to service the program efficiently (e.g., having carts with three collection bags – one for paper recyclables, one for beverage containers and one for trash).
- Remind everyone to keep contaminants out of recycling. Janitors will not sort garbage.

Tips for Educating Janitorial Staff

Divert more material and have lower contamination levels in your program with proper education and communication. These tips will make it simple and easy.

- Supply your janitorial service company with an information sheet on how the recycling program works in your building. Include a list of what is and is not acceptable for recycling. This will help the company to educate staff members. Again, make sure that information is in the proper language.
- Encourage sharing of ideas, concerns and comments to improve the recycling program. Address any questions or feedback janitors have about the recycling program (e.g., contamination issues, tenants not participating in the program).
- Offer periodic training sessions to educate new and existing janitorial staff about the program. These training sessions also offer a great opportunity for feedback and the exchange of information.

Office Paper Cleanouts

Are your tenants cleaning out large amounts of paper (e.g., tenants moving offices, file purges)? Here are some tips to help janitorial staff cope with these cleanouts:

- Give your janitorial service company advance notice of a paper cleanout so extra help can be scheduled, if necessary.
- Supply additional recycling bins – overloaded centralized recycling bins are difficult and often too heavy for janitorial staff to empty.
- Provide wheeled bins to make it easier to transport large amounts of paper safely. Ask janitorial staff to inform you of any noticeable increase in contamination during a cleanout, so you can quickly address this issue with the tenant.
- Remind janitorial staff and tenants about the importance of flattening cardboard boxes to make the best use of space in recycling bins.

GUIDE TO HAULERS



1. Collect and remove all trash from the entire facility daily. "Entire facility" means the lobby, the indoor and outdoor public areas, the hallways, the conference rooms, the restrooms, the lunchrooms and kitchens, and the office areas. (Other areas?)
2. Empty trash receptacles and replace plastic liner only if soiled with wet garbage.
3. Deliver emptied trash to the loading dock area and place properly in compactor. (Or whatever location and containers are provided for trash collection)
4. Maintain loading dock area (or other areas) free of debris and trash.
5. Collect, remove and keep separate all recyclables from the entire facility twice weekly, or more frequently if receptacle is full. Recyclables include white paper; newspaper; mixed office paper; cardboard; and, aluminum and plastic bottles and cans (specify). If applicable, return emptied toters to original locations, or replace an empty toter for the full toter when removing and taking to the loading dock for emptying.
6. Empty recycling receptacles for, aluminum and plastic bottles and cans and replace plastic liner.
7. Deliver collected and separated recyclables to the loading dock area (or other).

For contract language or bid specifications, be sure to distinguish between trash removal and recycling pick-up. Determine if recycling pick-up is daily or "as needed".

"As needed" can be helpful in saving labor costs, and dry recyclables like paper may not need to be picked up as frequently as wet recyclables like bottles and cans. See below for sample bid or contract language:

8. Place all mixed paper in dumpster, toter or other container located in the loading dock area labeled for mixed paper recycling. Place all cans and bottles in dumpster, toter or other container located in the loading dock area labeled for, aluminum and plastic container recycling. (Specify whatever location and containers are provided for recycling collection for each material sort.)
9. On designated floors or offices, empty recycling receptacles at each desk into separate container for recycling and deliver separated recyclables to proper dumpster, toter or other designated container in the loading dock area.
10. Remove any cardboard boxes placed next to recycling containers located in central locations (or other) daily or more frequently during times of higher volumes such as a tenant (or new employee) moving in.
11. Breakdown, flatten and place all cardboard in dumpster, toter or other container labeled for cardboard recycling.
12. Modify trash and recycling collection procedures as directed by building management. Changes will be made by building management in coordination with the janitorial service and the trash and recycling collection service. Attend training as directed.
13. Revise schedule, location for loading and unloading, sorting or other trash and recycling collection procedures as

MOVE IN/OUT GUIDE



NOW THAT YOU'VE MOVED-IN:

Let your property manager or building owner know if you notice the recycling is overfull or needs more frequent servicing.

If you have any questions about what can and can't be recycled use the City's new "What Goes Where?" tool, at alexandriava.gov/Recycling.

Look up your nearest Food Waste Drop-Off to bring accepted food scraps for composting at alexandriava.gov/foodwaste

***All recommendations apply if you have a recycling chute. If items are too big for the trash.**

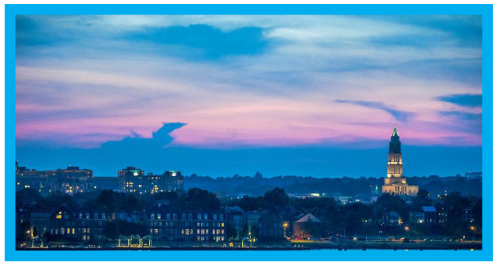
1. Do not put recycling in plastic bags.
2. Place all bubble wrap and foam packing peanuts in the trash.
3. Always flatten your cardboard boxes.

TOOLS TO HELP PREDUCE, REUSE & RECYCLE

RECYCLE RIGHT SORTING GAME

The City launched a sorting game that teaches you how to properly sort recyclables, yard waste and trash. Test your knowledge of sorting using City services and build your own digital Alexandria park.

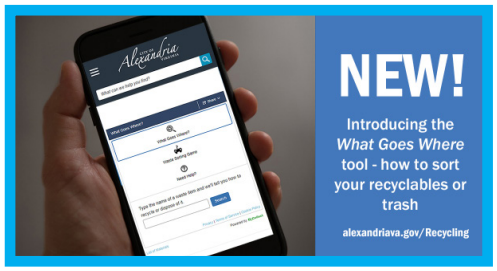
alexandria.gov/recycling.game



WHAT GOES HERE

Have you ever been unsure about which items can be recycled or trashed? With the City's new "What Goes Where?" tool, the guesswork is out. Simply type in the name of the item you have a question about, and information will be provided on how best to dispose of it in the City.

alexandria.gov/Recycling



REUSE DIRECTORY

Want to reduce and reuse but not sure where to start? Visit the City's website for our Reuse Directory! Find a list of local resources where you can repair, donate, and shop second-hand.

alexandria.gov/1902



FOOD WASTE COMPOSTING

FOOD WASTE COMPOSTING STATION

The Department of Transportation & Environmental Services' Resource Recovery Division operates Food Waste Drop-Off Stations, located at four of the City's Farmers' Markets. City residents can drop off food waste free of charge. The food waste will be taken to a local composting site and processed into compost, a rich soil amendment. Staff will be on site to explain how to compost food and yard waste at home, and accept items for composting.

The following items CAN be placed into food waste collection buckets for composting:

- Fruit and vegetables scraps
- Bread, Pasta, Rice, Grains, & Cereal
- Nuts, Beans, Seeds (Including Shells/Hulls)
- Coffee Grounds, Filters, Tea Bags (No Foil or Foil Baked Products)
- EggShells

The following items CANNOT be placed in food waste buckets:

- Meat, Fish, Shellfish (including bones)
- Dairy products (Cheese, Butter, Ice Cream, etc.)
- Fats, Oils or Grease
- Pet Wsate
- Foam
- Plastic Bags, Wrap, & Film
- Yard Waste
- Rubber Bands, and Small Fruit Lables
- Diapers

YARD WASTE RECYCLING

The following items CAN be placed into food waste collection buckets for composting:

As leaves and wood compost, they become a valuable nutrient supplement for garden and lawn applications. Each Spring, leaves collected each autumn are shredded in a large "tub grinder" to produce a product referred to as "leaf mulch." The Christmas trees collected in January are also shredded and chipped into "wood mulch."

The City is currently accepting orders for a limited supply of wood mulch made from previously collected Christmas trees. **Once the supply of wood mulch is exhausted, leaf mulch will be available. Deliveries run from Monday, April 4 through June.**

Free mulch is also available for residents to pick up at 4215 Eisenhower Ave. No commercial vehicles/machinery are permitted at the mulch site. **See below for additional details on mulch pickup and delivery.**

HOUSEHOLD HAZARDOUSE WASTE

Many of the household items that we dispose of today contain dangerous chemicals or hazardous materials that are toxic to life and pollute our environment. Please take the items listed below to the City's Household Hazardous Waste Drop Off location for proper recycling and disposal:



Household Cleaners



Automotive Chemicals
Gasoline, Antifreeze, Motor Oil,
Battery Acid & Car Batteries.



Electronics Waste
(see page 2 for acceptable items)



Paint, Stains & Solvents
Latex, Oil-Based & Spray Can Paint
Flammable Caulks & Adhesives
Lacquers, Varnishes & Thinners.



Mecury Containing Items
Old Thermometers & Thermostats
Fluoresent Blubs



Herbicides & Garden Chemicals



Batteries
Batteries are the leading cause of truck fires in the United States. Do not place rechargable batteries of any kind in the trash or recycling. Take them to the HHW Center.



Pesticides
Rodent, Insect & Ant Repellant Products.



Propane Tank
Fire Extinguishers



UNACCEPTABLE MATERIALS:
Explosives, Ammuitionn Biological Waste, Radioactive Materials, Unlabeled or Unknown Substances

Eligible Participants:
City of Alexandria Residents ONLY
DROP OFF CENTER

- 4251 Eisenhower Ave.
- 3224 Colvin St
- S. Royal St. and Jones Point Dr.
- Tower Ct. and South Whiting St.

Hours of Operation
24 hours a day, seven days a week
Businesses:
Visit https://www.knowtoxics.com for more information.

PLASTIC BAG TAX

BE THE SOLUTION TO PLASTIC POLLUTION



PLASTIC BAG TAX

The City of Alexandria, along with Arlington and Fairfax Counties, has adopted a 5-cent per bag tax on disposable plastic bags from grocery, convenience, and drug stores. The tax went into effect on January 1, 2022.

BACKGROUND

In 2020, the Virginia General Assembly adopted Virginia Code 58.1-1745 , which authorizes any county or city in Virginia to impose a tax of five cents per bag on disposable plastic bags provided to customers by convenience stores, drug stores, and grocery stores. On September 18, 2021, the Alexandria City Council unanimously adopted the Plastic Bag Tax Ordinance.

The City has been working closely with the Northern Virginia Regional Waste Management Board (Waste Board), in an effort to align outreach, education, and common language for localities to ensure consistency and clarity. A regional informational website contains answers to frequently asked questions and multilingual outreach materials for retailers. The City will be updating this webpage as engagement efforts continue with the public and the regulated entities.

INFORMATION FOR RESIDENTS

Avoid the 5-cent bag fee when shopping at grocery stores, convenience stores, and drug stores by bringing your reusable bag whenever you shop.



REUSABLE BAG ACCESS FOR SNAP / WIC COMMUNITY

The City has been offering reusable bags to Supplemental Nutrition Assistance Program (SNAP) and Women, Infants and Children (WIC) communities in advance of the Plastic Bag Tax going into effect on January 1, 2022.

REUSABLE BAGS AVAILABLE FOR PICK-UP WHILE SUPPLIES LAST

Community and Human Services Front Office (DCHS)

- 2525 Mount Vernon Ave.
- Monday - Friday, 8:00 a.m. - 5:00 p.m.

Department of Transportation & Environmental Services (T&ES)

- 2900-B Business Center Dr.
- Monday - Friday, 8:00 a.m. - 4:00 p.m.

BATTERIES



SAFELY DISPOSE OF BATTERIES

Did you know that improper disposal of rechargeable batteries is one of the leading causes of truck fires in the waste industry?

Do not throw away rechargeable batteries in the recycling OR trash bins.

Help us keep our workers safe by dropping off and safely dispose of your rechargeable batteries, NiCd, NiMh, Lithium-Ion, Button, and batteries greater than 9 volt.



Note: Alkaline batteries (e.g. AA, AAA batteries) can be safely disposed of in the trash. Please safely dispose of **all other batteries** at a drop-off site near you to keep our workers safe.

DROP OFF LOCATIONS



Household Hazardous Waste & Electronics Collection Center Location & Hours

Location: 3224 Colvin Street

Hours:
Monday: 7:30 a.m. - 3:30 p.m.
Tuesday - Friday: CLOSED
Saturday: 7:30 a.m. - 3:30 p.m.
Sunday: CLOSED

For additional drop off locations provided voluntarily by retailers in the City, please visit Call2Recycle.

DISCLAIMER: This is not an endorsement of any of the businesses or individuals listed on Call2Recycle nor is it an official list or publication of the City of Alexandria. It is offered as an informal resource and is not exhaustive of all similarly focused retailers in the local area.

EXAMPLES OF BATTERIES TO DROP OFF

Rechargeable batteries are found in more places than you may think

- Cordless power tools (e.g. leaf blowers, drills, saws, grinders, lawn mowers)
- Cellphones, Cordless phones, Two-Way Radios
- Flashlights
- Laptops & Tablets
- Biomedical Equipment
- Children's Toys
- Singing Greeting Cards
- Keyless entry remotes, Remote Controls
- E-Cigarettes
- Electronic Toothbrushes
- Smoke Detectors



Picture credit: Call2Recycle

ELECTRONIC WASTE

ACCEPTABLE ELECTRONICS ITEMS

- Cell phones, Blackberries & PDA's
- Calculators
- CD-ROM/DVD drives
- Memory & Circuit boards
- Computers (PC's)/Laptops/Notebooks
- Monitors (LCD & CRT)
- All computer peripherals: Keyboards, Mice, Cables & external Drives.
- Fax Machines & Modems
- Digital Cameras
- All rechargeable and button Batteries (Alkaline batteries can be disposed of as trash in curbside collection)
- Desktop printers (laser & ink jet) & their cartridges.
- Desktop scanners & copiers
- Stereos and speakers
- Uninterrupted Power Supplies (UPS)
- Video & Audio Equipment
- Wire/cables/extension cords
- TV's (CRT, LCD, Plasma, Rear Proj.)
- Small kitchen appliances & microwaves
- Refrigerators and Freezers
- A/C units, Dehumidifiers or other items containing
- refrigerant



PRSRT STD
US POSTAGE
PAID
ASAP

CITY OF ALEXANDRIA
TRANSPORTATION AND ENVIRONMENTAL SERVICES
RESOURCE RECOVERY DIVISION

Alexandriava.gov/TES

@AlexandriaVATES

@AlexandriaVATES

@AlexandriaVATES

Alexandria City Hall 301 King Street Alexandria, VA 22314

ECO-CITY ALEXANDRIA