D.C. Dept. of Public Works

Commercial Recycling Guide

"The Preferred Choice"

DC Commercial Recycling Guide

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Other Available Resources:

Look for updates to the following items on the District of Columbia Department of Public Works Commercial Recycling website: http://www.dpw.dc.gov

- Commercial Recycling Haulers List (your recycling service provider MUST be listed here)
- Commercial Recycling Guide: Basics *(a single-sided brochure)*
- Commercial Recycling Guide: Basics *(en Español)*
- Commercial Recycling Guide *(this booklet)*
- Commercial Recycling Technical Assistance Guide (*2011 revisions coming soon*)
- Twitter: http://twitter.com/DCDPW
- Facebook: http://www.facebook.com/pages/DC-Department-of-Public-Works/99012516086

To report issues, call the Recycling Hotline (202) 645-8245 or email recycle@dc.gov.

Every year, people and businesses within the District of Columbia throw away over 1,000,000 tons of trash. Most of it (approximately 70 percent) is generated by businesses and other non-residential sources. Imagine if all of this material were sent to a landfill or incinerator! Consider the expense represented to commercial establishments, which must pay for waste disposal based on weight, volume, or the number of times your trash must be collected. If you take a look inside your dumpster, you may find that most items thrown away are, in fact, recyclable.

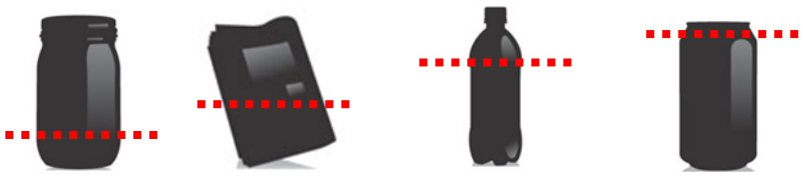
Recycling is beneficial for many reasons. Not only may recycling decrease costs, it decreases the amount of trash going directly into the District's "waste stream." By recycling, businesses and residents can improve our region's environmental health by saving sensitive or limited natural resources, cutting down on energy use, reducing air and water pollution (e.g. carbon, methane, dioxins, litter, and hazardous chemical spills), and decreasing the need for more waste disposal facilities in or near our community. Since it is often cheaper to recycle than to toss waste items, it is possible that recycling office paper, corrugated cardboard, newspapers, glass, plastic, and aluminum may save money for your business.

As public awareness of environmental issues has increased, American companies have seen that what is good for the environment is also good for business. Customers are demanding cleaner products; banks and insurance companies are more eager to support companies that prevent pollution; and employees want to work for environmentally responsible businesses. A D.C. Office of Recycling representative is available to visit your business, answer all of your questions about recycling, and explain how you can avoid fines!

WHY RECYCLING IS IMPORTANT

- Recycling conserves valuable landfill space, reduces emissions from incineration, and saves natural resources andenergy
- Recycling is an environmentally responsible way to reduce trash and litter;
- Recycling enhances the image of a business and allows it to be seen as a good corporate citizen
- Recycling is the law in DC

Recycling Reduces Energy Consumption and Greenhouse Gas Pollution[1]



Material	Glass	Paper	Plastic	Aluminum
Product	Bottles/Jars	Newspaper	Soft-drink Bottles	Drink Cans
Energy Saved by Manufacturing with Recycled Materials	21%	45%	76%	96%
One (1) ton recycled prevents	.34 tons CO2	2.5 tons CO2	1.7 tons CO2	10 tons CO2

1. Recycling By the Numbers: The Truth About Recycling
http://www.popularmechanics.com/science/environment/recycling/4291576

DC RECYCLING REQUIREMENTS

In an effort to address the region's diminishing landfill capacity and the District's need for a comprehensive solid waste management strategy, the Council of the District of Columbia enacted the "DC Solid Waste Management and Multi-Material Recycling Act of 1988." This law took effect March 16, 1989, and represents the foundation for developing an effective program of recycling throughout the District. Updates to the relevant regulations were published in December, 2010, and have been incorporated here.

Any premises not authorized to receive municipal trash and recycling collection services, or containing a unit used for non-residential purposes, is considered a business or commercial establishment. The District of Columbia requires recycling in all commercial establishments. These include office buildings, churches, retailers, warehouses, apartment buildings (with four or more units), cooperatives, condominiums, government buildings, bars and restaurants, non-profit organizations, schools, and universities.

Under DC law all businesses located in the District of Columbia must maintain an active commercial recycling program. A commercial recycling program includes separation of recyclables from other solid waste, ensuring an adequate number of containers for separated recyclables and hiring a licensed, registered recycling hauler to regularly pick up recyclables (or, in certain circumstances, establishing a system where an entity may haul away its own recyclables).

If you lease space, check with your facility manager regarding recycling programs which may already be in place. Leasing arrangements determine each individual renter's responsibility.

LEGAL FUNDAMENTALS

Commercial property owners are required by law to:

Separate

The following materials must be stored independently from other, non-recoverable waste at the point of pickup. Mandated materials include:

- Paper
- Paperboard
- Corrugated Cardboard
- Metal Containers (clean/rinsed)
- Glass Containers (clean/rinsed)
- Plastic Containers* (clean/rinsed)

* *narrow necked plastic bottles*

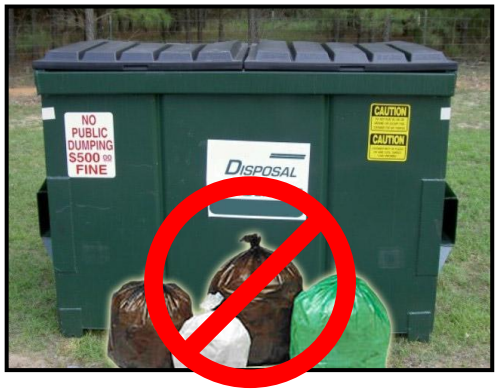
Prevent Contamination

Do not allow trash to enter recycling containers, nor recycling to enter trash containers. While recyclable paper products may be commingled among your bottles and cans (this is called "*single stream*" recycling) your recyclables should be clean and rinsed, free of any contaminants such as food, grease, paint (and other chemical substances), animal wastes, plastic laminates,

and other garbage. Note: soiled paper items such as pizza boxes typically cannot be recycled. Also, clean tissues, paper towels and napkins are not typically recyclable.

Maintain Enclosure

All waste must be stored in rigid containers at the point-of-pickup (e.g. steel dumpsters and compactors, therefore plastic bags are not adequate substitutes as a final storage container for materials awaiting pickup). Container labels should identify contents and display collector's name and telephone number. Vessels' lids must remain closed when not being immediately loaded or emptied. Be sure to clean up and containerize overflow/spillage, keeping the surrounding area clean from litter, recyclables, garbage bags or other debris.



Contracting

Hire a private, registered recycling collector to provide at least twice-per-month service. Visit www.recycle.dpw.dc.gov for a list.
If you feel your business is too small to enter a service contract with a professional hauler, you will need to register a self-implementation plan. This is not the same as the previous Recycling Plan, it is however a document which requires quarterly updates throughout the year. Call the Office of Recycling for additional information.

Education

Signage should be present at all points of collection, particularly instructions for participation at point-of-pickup (e.g. parking lot or loading dock). Additionally, tenants must receive annual notification of program.

At the start of your program, and every 12 months (*minimum*) thereafter, the Property Owner must notify tenants/occupants of District of Columbia Recycling Requirements, indicating:

- Materials mandated for source separation
- How to Participate in Program
- Where Materials are Collected
- Recycling Coordinator Contact Information, if s/he has been established

Property owner must ensure receptacles for solid waste and recyclables throughout property are identified with appropriate labels for contents indicating:

- Materials to be Separated (add instructions for rinsing or cap removal, where nec.)

The Property Owner must post at least one sign wherever solid waste and recyclables are collected or stored (e.g. loading dock, parking lot), indicating:

- Hauler's Name and telephone number
- Stored materials and Required Preparations (*established via hauling service*)
  (i.e. add instructions for cap removal, rinsing or box flattening, where nec.)

Collection Schedule

Documentation

No longer required. The submission of a bi-annual Commercial Recycling Plan has been eliminated.

NOTE: Bins, dumpsters or other containers for source separation of recycling-mandated materials are not to be used for simultaneous storage of nonrecyclable wastes.

DC MEANS BUSINESS ABOUT RECYCLING

Inspection

An investigator from the Department of Public Works will periodically visit your property to ensure compliance. Violators of the District's commercial property recycling laws are subject to fines ranging from $200 to $1500. Each Day is a Separate Offense

For a more in-depth consideration of these matters, look for updates to the following items on the District of Columbia Department of Public Works Commercial Recycling website: http://www.dpw.dc.gov

- Commercial Recycling Haulers List (your contractor MUST be listed here, else call hotline)
- Commercial Recycling Guide: Basics *(a single-sided brochure)*
- Commercial Recycling Guide: Basics *(en Español)*
- Commercial Recycling Guide *(this booklet)*
- Commercial Recycling Technical Assistance Guide (2011 revisions coming soon)
- Twitter: http://twitter.com/DCDPW
- Facebook: http://www.facebook.com/pages/DC-Department-of-Public-Works/99012516086

BASIC STEPS TO RECYCLING SUCCESS

The District of Columbia has required recycling from business properties since 1989. If you are just starting out, your program will require three basic elements: 1) hardware (*bins, dumpsters, etc.*), 2) service (*a contractor removing your wastes on a regular basis*) and 3) education (*the way you guide tenants/guests/employees to participate properly*).

Recycling is a tangible, practical way to demonstrate your commitment to environmental preservation. Is there anything your organization would like to say to its clients regarding your commitment to *sustainability*, *environmental preservation*, and/or specifically *reducing waste*? Here are your steps to a) bring your business into compliance with DC regulations, and b) more efficiently manage material resources.

Step 1. Get Top Management Approval

Executive approval will be critical to a successful program. Discuss your motivation, objectives and methods for starting a recycling program to ensure that the solutions you create are met with appropriate support when issues such as revised employee policies, service contracts and material purchasing arise later. Keep in mind that an active waste reduction team or program can dramatically improve organizational efficiency and save your organization thousands of dollars in utilities, procurement, and yes, *disposal costs*. Being out-of-compliance with the District recycling law can cost you thousands of dollars in fines.

Step 2: Select a Recycling Coordinator

Designate a team coordinator for your recycling program, perhaps a manager or a staff person enthusiastic about recycling. The recycling coordinator typically plans the program with input from upper management; develops an implementation schedule; informs employees about the program; monitors the success of the program; and coordinates with the DC Office of Recycling to resolve technical issues and to keep current on any new recycling program requirements.

Step 3: Establish a Green Team (Working Group)

Coordinators cannot perform their duties alone, nor should they. To build a program that responds to the unique circumstances of your building and your staff/guests, assemble a team that represents the major stakeholders in your building. This group may ultimately address more than recycling, examining ongoing challenges of waste reduction, “green” procurement, and the inefficient use of material resources (including water and energy). For these reasons, ownership and responsibility ought to be distributed across a group of representative interests and individuals. This can mean inviting administrative employees, front-line staff who interact with the public, housekeeping/janitorial, and someone from management. The first mission of this group is to identify a set of waste reduction and recycling goals, such as the following:

- Compliance with local regulations
- Purchasing, labeling and distribution of receptacles
- Internal collection methods
- Hauling service contracting
- Employee, tenant and guest education (e.g., signs and workshops)
- Results measurement
- Recycled-content and *low impact* products

Step 4: Assure Compliance with Local Regulations

The new modifications to the DC Solid Waste Management and Multi-Material Recycling Act of 1988 requires that your organization not only separate the mandated materials, but that a visible

effort be made to inform your guests and employees. See the section of this document regarding "Recycling Requirements," below.

Step 5: Purchase, Label and Distribute receptacles

Identify recycling collection locations. Recycling collection receptacles can be placed on the desk of each employee, in reception areas, meeting rooms, and in areas used frequently by employees such as the copier room, lunch room, or next to the vending machines. For best results, internal containers should match the size and layout of your business, while external recycling containers should be compatible with your recycling hauler's collection equipment. Keep in mind your program may have to overcome language barriers with guests or service employees. Make sure that the recycling containers are clearly marked for contents via clear wording, colors or symbols. Your hauler or Business Improvement District may also offer recommendations as to how certain challenges have been solved among other businesses in your area or industry.

List of Considerations:

- What kinds of materials comprise your waste? Do an audit.
- What areas do you have available for collection containers and temporary storage?
- What is your budget? Elegant bins can be expensive; consider a variety of providers.
- How will materials be separated? Will you combine paper with bottles and cans? This may save space and money, but clean and dry paper has the best market value. If a processor separates your paper downstream, your monthly invoices are liable to be higher. (Note: your facility must maintain no fewer than two containers to separate the mandated recyclables from other trash. This cannot be left to your registered recycling hauler to do off-site.)
- What role is your housekeeping staff ready to play? Will they remove waste from desks or only centralized containers? Will their contract need to be rewritten? Are non-English signs and training available?
- What has your recycling haulers suggested for your size and type of organization?

Step 6: Arrange for Collection Service

Businesses must contract with a private registered recycling hauler to collect recyclable materials as the District government does not service commercial properties (*see previous section, "Step 5"*). By law, waste haulers who collect, process, and/or transport recyclable materials must be registered with the DC Office of Recycling. If your current solid waste contractor is unable to provide recycling collection service, you may contact the DC Office of Recycling for a list of registered haulers. Issue a Request For Proposals after doing some preliminary research.

If your business is small, you may wish to ask surrounding businesses if they want to share the cost of a common recycling contract and/or external containers. For a business wishing to become a "self-implementer"—that is, a business that hauls away its own recyclables, it must pay an annual registration fee and a "Recycling Vehicle Registration" and file quarterly reports on material weight or volume.

Step 7: Inform Employees and Customers about the Recycling Program

Information and education is crucial to the success of any recycling program. Be sure to inform your employees and guests about the recycling program with signage in the required areas (*see previous section*). The following recommendations will greatly improve your program, assuming you invite your employees and tenants to participate in their development and execution:

- Consider not only instructional signs, but promotional signs and literature, informing your guests and clients of your commitment to sustainability

- Place information about the recycling program in common areas
- Distribute recycling information during new employee orientation
- Train employees so that they are well versed about the recycling program
- Keep the recycling areas tidy to keep enthusiasm high and to present a positive recycling image while minimizing complaints
- Have employees explain the mandatory recycling program to all clients and guests (simple reminders at the beginning of catered functions will go a long way)
- On stationery and business documents, indicate that your business recycles
- Encourage clients to recycle

Step 8: Evaluate and Monitor the Recycling Program

Reinforcing the new recycling habit will be important to an effective and successful recycling effort. The program should be monitored and evaluated on a regular basis. Your recycling hauler must report the tons recycled on a quarterly basis to the DC Office of Recycling. If you lease space, check with the facility manager for recycling information. Any problems such as putting recyclables into the trash or low participation should be addressed quickly. Periodically remind employees about the value of the program. The suggestions in this booklet are meant to offer a basic structure to underline recycling's purpose, methods, and employee mobilization. To investigate unique solutions for measuring and evaluating your program, our office recommends researching local industry associations, neighborhood commercial organizations (e.g., Business Improvement Districts), registered recycling haulers, and resources on the Internet (e.g. the US Environmental Protection Agency's WasteWise Program[1], or the Alice Ferguson Foundation's Trash Free Potomac Facility Guidebook[2].) The DC Office of Recycling is available for consultation as well. However, due to staffing and scheduling constraints, we ask that you explore these other resources before contacting us.

Step 9. CLOSING THE LOOP - PURCHASING RECYCLED-CONTENT PRODUCTS

Buying products made from recycled materials "closes the loop" and helps to ensure that recycling is a sustainable activity. Purchasing products made from recycled stock creates a stronger market for new recycled consumer products. Paper is one of the most successful recyclables, but not the only one. For example, aluminum cans are continuously made into new beverage containers and building materials. Recycled glass is used to manufacture bottles, bricks, fiberglass insulation, and street paving material. Plastics are also recycled into outdoor furniture, toys, wash room dividers, wastebaskets, auto parts, carpeting, certain fabrics, and many other items. All steel products manufactured in the United States contain at least 25 percent—and sometimes as much as 100 percent—recycled steel.

That said, claims such "Green," "Sustainable," and "Bio-Degradable" can seem meaningless where they are over-used, under-explained, or inconsistent. Fundamentally, sustainable living and working is a process, not a singular behavior, product or ingredient. The bar to achieve "Greenest Product" or "Greenest Practice" will always be moving. For more information on consumer product labeling, visit the US Federal Trade Commission's Green Guides page.[3]

[1] http://www.epa.gov/epawaste/partnerships/wastewise/index.htm
[2] http://www.fergusonfoundation.org/trash_initiative/trash_freepotomacfacility.shtml
[3] http://www.ftc.gov/opa/2010/10/greenguide.shtm

FREQUENTLY ASKED QUESTIONS

Does my office/school/church/apartment/etc. have to recycle?

Yes. All businesses, organizations, and apartments must recycle. The Solid Waste Multi-material Management and Recycling Act of 1989 requires recycling at all properties not already receiving services from the District. Only residential buildings of three units or less (not used as a *business)* are provided bins as well as curbside or alley-way pick-up; all others must provide recycling through other means.

What is our commercial establishment required to do?

All required recyclable material must be separated from your trash. You must also hire a *registered recycling* collector (that is, a *recycling hauler*) to remove your recyclables (see official Recycling Haulers List at www.recycle.dpw.dc.gov). Business establishments must also be in compliance with all related businesses requirements (i.e., proper business licenses, permits, compliance with fire codes and health/safety regulations). Note in certain circumstances, you may qualify to haul away your recyclables yourself.

Where is the list of registered recycling haulers?

An up-to-date list should be available at the DPW website, www.recycle.dpw.dc.gov.

What has changed in the law and why?

To reduce administrative burdens, businesses are no longer required to submit a written, bi-ennial Recycling Plan. Regarding materials, **corrugated cardboard** has a reliable market value as feedstock for remanufactured paper products, thus the law was re-written to ensure its recovery. Also, since **plastic bottles** have become the most prevalent means of beverage distribution in North America in the time since the original 1989 District of Columbia ***Solid Waste Multi-Material Management and Recycling*** law was written. Therefore **single-serve, narrow-necked bottles**, which are the most common form, must be separated for the purpose of recycling as well. Finally, **informational signage** (e.g. bin labels and loading dock placards) and **annual employee notices** are now required to ensure staff awareness. Finally, the schedule of fines has changed. While assessment criteria remain largely the same, the basis for determining the fine amount is no longer based upon the size (square footage) of the business, but the number of incidents within 60 days. See chapter on Fines in this booklet.

Who is responsible for the recycling program in my building?

The individual(s) responsible for your waste collection is/are also responsible for implementing your recycling collection program. In residential buildings, the landlord or management company is responsible for these services. In a commercial facility, the ultimate responsibility lies with the owner.

What materials do we have to recycle?

- Paper
- Paperboard
- Corrugated Cardboard
- Metal Containers (clean/rinsed)
- Glass Containers (clean/rinsed)
- Plastic Containers* (clean/rinsed)

** narrow necked plastic bottles*

Why should we recycle?
First of all, recycling is the law because it conserves natural spaces and material resources, as well as reducing energy use and unnecessary litter and pollution. The cost of waste hauling out to be considered like any other utility expense: it is not a *fixed cost*, but a *variable* one. By more effectively managing your procurement, storage, distribution, application, reuse and disposal of goods, your organization stands to reduce its overhead across a broad range of categories. (It can be critical to ask your staff for their input; they are the experts regarding their own efficiency!) Lastly, if you are not recycling the required materials, you are violating the law and you may receive a fine.

How often must we recycle?
Recyclables must be hauled away at least twice per month. Note: There should be a sufficient number of containers to prevent overflow between collections without storing materials on the ground.

How much will it cost my business to recycle?
The price for your recycling collection is based on the volume of recycled materials, frequency of pickup, your location, and other factors. Refer to the *Registered Haulers* list from the Department of Public Works Office of Recycling website to get several quotes before deciding on a recycling hauler. www.recycle.dpw.dc.gov

What if my building/employer doesn't offer recycling?
Let your employer know you've learned the District requires recycling and the fines can be up to $1500 for violations (for 3rd offense). Tell them enforcement has increased and you would like to form a group to work with the property manager to implement a recycling program as soon as possible. Feel free to call the DC Department of Public Works Office of Recycling to ask for help. It is better to be on record asking for help, than to be found out-of-compliance during a neighborhood inspection.

How is the law enforced?
An investigator from the DC Department of Public Works may visit your facility to conduct a compliance inspection. A lack of signage, evidence of contamination, or other violations of solid waste regulations may draw a Notice of Violation.

What are the fines?
Fines range from $200 up to $1500. The fines are determined by the number of infractions you've received previously within a 60-day period.

Why did I receive a Notice of Violation (NOV)/(a fine)?
Typically an NOV is an indication that your program has a systemic problem. That is, evidence of contamination is typically a symptom of what your investigator feels is a failing of your setup to properly involve your staff/tenants/guests. To learn more about methods to develop improved educational and program support resources within your office, download the DC Department of Public Works Commercial Recycling Technical Guide.[4]

Does the District provide bins or pickup services?
No. The District only provides them to residential buildings of three units or less that receive DPW trash collection. All others must provide recycling through other means.

Does the District provide posters?
No. The District of Columbia offers a variety of suggestions and models, *available only electronically*, for creating your own educational material. These examples can be found in the Commercial Recycling Technical Guide. Also, the Department of Public Works website may offer/revise printable materials from time to time.

[4] http://www.recycle.dpw.dc.gov

Do we have to remove the lids/labels from bottles and cans?
Ask your property manager to ask your hauling company.

Do we have to wash our recyclable materials?
It is important to empty bottles and cans which are placed in your recycling bin. Washing is not necessary though in cases of heavy contamination, the District does require rinsing to reduce the health impacts upon downstream employees as well as prevalence of rats and insects in the recycling containers, in the hauler's trucks, and in materials recovery facilities. Rinsing also reduces smells (consider your hallway receptacles and employee cafeterias, if recycling is currently collected less frequently than trash).

I saw an employee / trash company / janitor mixing recyclables and solid waste. What can I do?
If you see an employee misusing the containers within your office, please let your office manager know. If you see your housekeeping staff or a truck driver mixing your separated recyclables with general waste, please call or write to your property management company. You may also report it, anonymously if you choose, to the DC Department of Public Works Office of Recycling at: 202-645-7191 or recycle@dc.gov. Note: please provide location, name of management company, phone number etc.

Can the District help our office set up our program?
Please download the Commercial Recycling Technical Guide, www.recycle.dpw.dc.gov. If you have further questions, please call or write to the DC DPW Office of Recycling: 202-645-7191 or email: recycle@dc.gov.

My Recycling Hauler is not listed on the DPW website, what should I do?
Please call the DC DPW Office of Recycling to inquire about the latest list of Registered Haulers. If the hauler you've contracted is NOT registered (required annually, in March, for all haulers) you are liable for a fine.

Can all recyclables be mixed?
Commingled storage of all of your recyclable bottles, cans, and paper is called "***single-stream recycling***." It is allowed so long as non-recyclable waste is NOT included. This is a convenient way of reducing the need for multiple containers as all materials are stored together and later separated at an off-site facility. It also encourages participation by making recycling easier. This system is harder to manage in commercial settings however, as uninformed users may mistake single-stream containers for general waste bins. Conversely, a multi-stream system (where materials like cardboard, or premium paper are separated) can yield much higher value (reducing disposal costs), yet require more effort and more equipment. No matter what, participant education (including janitorial, housekeeping) and buy-in are critical.

What is Single Stream? Is it approved by DPW?
Yes it is approved. To understand single-stream recycling, see previous question.

My hauler says we can use a colored bag system to keep separated recyclables and solid waste in one dumpster. Is this correct?
No. Under District of Columbia law, all materials mandated for recycling must be "source-separated," which means they must be stored in different dumpsters or bins at the point of pick-up.

Can we recycle carbon paper/cups / towels/ napkins / paper plates / copy paper ream wrappers?
No. We advise you to not include these items in your recycling. Just about any paper will be marketable these days so long as it tears and is not laminated or contaminated. Some items, like paper ream wrappers, ought to be excluded due to their coatings (which deter the

passage of moisture during long periods of paper storage) which interfere with the manufacturing process. Ask your property manager for a complete list of those items accepted in your building's recycling. Remember, that list must at least include all items required by District law (i.e., glass, metal, paper and narrow-necked Plastic bottles).

Who is responsible for the recycling program?

The individual(s) responsible for your waste collection is/are also responsible for implementing your recycling collection program. In residential buildings, the landlord or management company is responsible for these services. Any commercial establishment or organization that leases space at a facility which does not have a property manager is responsible for its own recycling.

What numbers of plastic are recyclable?

This is a complex question. Get ready for a complex answer. To keep it simple, ask your property manager and/or hauling services provider for a description of what specific plastic items (e.g., bottles, bags, cups) are being accepted by your recycling pickup service or "**hauler**."

You must separate *narrow-necked* bottles for recycling – typically beverage containers with a neck smaller than the base, often involving a screw-top cap -- are the most commonly accepted. Of these, usually items numbered 1 (Polyethylene Terephalate (PET)) or 2 (High Density Polyethylene (HDPE)) are the *most consistently recyclable for remanufacturing.*

The most important thing to understand is that a recycling symbol on a plastic item only indicates the chemistry of the starting resin, not "recyclability" nor "recycled-content." That is, many additional chemicals are added in the process of manufacturing so as to create a product of a certain color, rigidity or flexibility, resistance to heat, chemicals, temperatures, etc. A Type 2 plastic bottle typically does not melt well with a Type 2 plastic tub as their manufacturing processes involve many additional chemicals, altering their individual melting points and cross-product compatibility. To learn more, visit the website of the Society of the Plastics Industry.[5]

Your literature says you accept yogurt cups, butter tubs, plastic bags, etc.

Whenever you read recycling literature issued from the District of Columbia Department of Public Works, you must identify the intended audience.

In the summer of 2008, the District of Columbia Department of Public Works announced additional capacity to accept more types of plastic items with our curbside/alleyway residential collection. *Note: Residential pickup is provided to private homes of three units or less, with no business activity occurring within.*

City residents living in a *commercial property* (e.g., apartment building, condos, co-ops, etc.), and employees of buildings within the District of Columbia should ask their property manager for a list of specific instructions provided by the recycling hauler serving their property. These instructions should list *materials* plus any *special preparations* (e.g., flattened boxes, lids removed from bottles, etc.)

If your hauler accepts materials beyond those basic items required by District law, your property manager must have documentation of this to avoid fines for *contamination*.

[5] http://www.plasticsindustry.org/AboutPlastics/content.cfm?ItemNumber=823

VIOLATIONS AND FINES

Below is a list of recycling-related violations set forth in the District of Columbia's Municipal Regulations (Chapter 21, DCMR) in effect at the time of publication of this brochure. Citations, in parentheses, indicate relevant sections of the DCMR The entire DCMR is available at www.dcregs.dc.gov.

FINES APPLICABLE TO ALL ESTABLISHMENTS

Violation	*Scheduled Fines*
Refusing to provide access to authorized DPW investigator pursuant to D.C. Code, sec. 6-2903 (21 DCMR 2000.3)	$500

FINES APPLICABLE TO CONDOMINIUMS/COOPERATIVES, APARTMENT BUILDINGS, COMMERCIAL OFFICE Building AND OTHER COMMERCIAL BUSINESSES

Violation	*Scheduled Fines* Indicates Subsequent Offense within 60 Days		
Failure to arrange for proper removal of recyclables. (21 DCMR 2021.2)	$200	$600	$1500
Failure to notify tenants/occupants of recycling requirements and program. (21 DCMR 2021.3)	$200	$600	$1500
Failure to post recycling signs. (21 DCMR 2021.4)	$200	$600	$1500
Failure to separate recyclables from other solid waste. (21 DCMR 2022.1)	$200	$600	$1500
Insufficient collection of recyclables (21 DCMR 2022.3)	$200	$600	$1500
Failure to have a sufficient number of containers for separated recyclables. (21 DCMR 2022.4)	$200	$600	$1500
Failure to maintain containers for recyclables properly. (21 DCMR 2022.5)	$200	$600	$1500

FINES APPLICABLE TO HAULERS OF MANDATORY RECYCLABLES

Violation	***Scheduled Fines*** Indicates Subsequent Offense within 60 Days		
Failure to have a valid recycling registration. (21 DCMR 2050.1)	$500	$1000	$2000
Failure to display recycling registration sticker properly (21 DCMR 2050.6)	$500	$1000	$2000
Failure to provide for the recycling of all materials collected for recycling purposes (21 DCMR 2050.8)	$500	$1000	$2000
Failure to provide quarterly reports. (21 DCMR 2051.1)	$500	$1000	$2000
Failure of self-implementers to provide quarterly reports. (21 DCMR 2051.2)	$500	$1000	$2000
Failure to provide timely quarterly reports. (21 DCMR 2051.3)	$500	$1000	$2000
Depositing recyclables at a District solid waste facility Without approval from the Director [of Public Works] (21 DCMR 2052.1)	$500	$1000	$2000
Hauling recyclable materials mixed with trash delivered To D.C. solid waste disposal facility. (21 DCMR 2052.2)	$500	$1000	$2000
Failure to provide a copy of route and customers to Director [of Public Works] upon request. (21 DCMR 2052.6)	$500	$1000	$2000
Simultaneous transporting of recyclables with other Materials. (21 DCMR 2053.1)	$500	$1000	$2000

Excerpts from District of Columbia Municipal Regulations
Title 21, Chapter 20 *et seq.*

The following establishes recyclable elements of the waste stream per determinations by the Mayor. Since 1989, responsibility for implementing these regulations has been delegated to the Director, Department of Public Works (hereinafter, referred to as the Director).

Relevant Regulations for Commercial Properties: Excerpts[6]
The entire DCMR is available at www.dcregs.dc.org.

2000.1 The purpose of this chapter is to establish minimum standards for the separation, collection, and recycling in the District of Columbia of newspaper, office paper, yard waste, metals, glass, paperboard, cardboard, plastics, and other recyclables.

2000.3 The Director or a designee shall be provided access to premises within the District of Columbia in accordance with the provisions of D.C. Code §6-2903(b) (1995 Repl. Vol.).

2000.4 Each day on which a violation occurs shall be a separate offense and the penalties described in this section shall apply to each separate offense.

2021.1 Premises not authorized to receive the District collection services shall be considered commercial properties.

2021.2 Each owner of a commercial property shall be responsible for the separate removal of recyclable material by a registered recycling hauler or pursuant to an approved self-implementation plan. The owner may provide through a lease agreement for an occupant to be responsible for its own solid waste removal, in which case the occupant shall also be responsible for the separate removal of recylable material, unless otherwise provided for in the lease agreement.

2021.3 Each owner of commercial property shall, at least once a year, notify any tenants or occupants of the property of the legal requirement that certain materials be separated for recycling, the types of materials to be separated, how and where recyclables shall be taken in order to be collected for recycling, and the name and contact information of any recycling coordinator for the property.

2021.4 Each owner of commercial property shall post and maintain at least one (1) sign where solid waste is collected or stored that sets forth what materials are required to be source separated and states the collection procedures for such materials, and shall post at least one (1) sign at containers where recyclables are collected stating what materials may properly be placed in them. The owner may provide through the lease agreement that an occupant shall also be responsible for posting and maintaining such signs, in which case the occupant shall also be responsible for meeting the requirements of this subsection. Notwithstanding the existence of such a lease agreement, the owner is responsible for complying with this regulation except where the Director determines that there are circumstances that warrant holding an occupant liable for compliance. The Director may issue a notice of violation to an occupant or to the owner.

[6] A complete copy of District of Columbia Municipal Regulations Title 21, Chapter 20 can be purchased by contacting: The D.C. Office of Documents and Administrative Issuances at (202) 727-5090, 441 4th NW Suite 520, Washington, DC 20001.

2022.1 Each owner and each occupant of a commercial property shall, at a minimum, separate for recycling paper, paperboard, cardboard, and clean and rinsed metal, glass and plastic containers. The materials that are separated for recycling shall be stored in bins, dumpsters, or other containers that are not used for the simultaneous storage of solid waste and recyclable materials. The owner may provide through a lease agreement for an occupant to be responsible for separating these materials for recycling in which case the occupant shall also be responsible for meeting the requirements of this subsection. Notwithstanding the existence of such a lease agreement, the owner is responsible for complying with this regulation except where the Director determines that there are circumstances that warrant holding the occupant liable for compliance. The Director may issue a notice of violation to the occupant or to the owner.

2037.1 Recyclable materials shall be stored in compliance with applicable fire code requirements.

2022.4 A sufficient number of containers shall be provided to store such recyclables which may accumulate on the premises during the intervals between collections.

2022.5 All containers for recyclables shall be kept clean and in good repair.

2052 HAULING ENFORCEMENT

2052.1 Recyclables, as defined in this chapter, shall not be deposited at any District solid waste disposal facility, unless otherwise approved by the Director.

2052.2 The contents of vehicles hauling solid waste to any District of Columbia disposal facility shall be subject to visual inspection for evidence of recyclables, as defined in this chapter. If recyclables are detected, the driver of the vehicle shall be required to dump the load in an area away from regular dumping activities. If, upon separation and inspection of the vehicle's contents, a substantial amount of the load (approximately 30%) is determined to be recyclable, the inspector shall issue a Notice of Violation in accordance with §2061.

2052.3 If the Director finds that any recycling collector, solid waste hauler, or an agent of either, violates any provision of this section, the Director may (in addition to any other remedy available) deny the hauler or its agent access to the District of Columbia's solid waste facilities for a period not to exceed thirty (30) days for each violation.

2052.4 If the Director finds that a recycling collector has committed three (3) or more violations of this chapter within a twelve (12) month period, the Director may (in addition to any other remedy available) suspend the collector's registration for up to twelve (12) months.

2052.5 If the Director finds that a recycling collector has committed six (6) or more violations of this chapter within a twelve (12) month period, the Director may (in addition to any other remedy available) revoke the recycling collector's registration.

2052.6 A recycling collector shall maintain a copy of each day's recycling collection route and a list of customers served, and provide a copy to the Director within two (2) business days after the Director requests the list.

2053.1 A recycling hauler shall not simultaneously transport recyclables along with other materials for disposal in the same vehicle at the same time.

-- FINAL PAGE --

"Rethink, Reduce, Reuse…and then Recycle!"

The Office of Recycling

The Department of Public Works
District of Columbia
www.recycle.dpw.dc.gov

Email your questions to:
recycle@dc.gov

Or call:
Recycling Hotline: (202) 645-8245

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