

# ***Prince William County Guide to Waste Reduction & Recycling***

***FOR BUSINESS AND NON RESIDENTIAL PROPERTIES***



▶ ***What is Waste Reduction:***

- ***Reduce***
- ***Reuse***
- ***Recycle***

▶ ***Recycling Facts***

▶ ***Recycling Requirements***

- ▶ ***How to Set Up a Recycling Program***
- ▶ ***Locate Service Providers***
- ▶ ***Where to Obtain Recycling Containers***



▶ ***Benefits of Recycling:***

- ***Help the Economy***
- ***Create Jobs***
- ***Save Energy***
- ***Conserve Landfill Space***
- ***Help the Environment***



***You are the Key to Recycling***

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## **Section 1 – Introduction**

All non residential properties (including apartments) in Prince William County are required to recycle one item making up the greatest portion of their trash on an annual basis. The material recycled varies according to the type of business activity (e.g. retail may be cardboard, office buildings mixed paper, etc.). The Solid Waste Division has prepared this guide to assist you in complying with the County's recycling requirements and to help reduce the amount of trash requiring disposal at the County Landfill.

In addition to being required, recycling is also good for our economy, creates jobs, saves energy, and conserves landfill space. The County has a voluntary goal of recycling 40% of its trash, but currently only about 30% of the County's trash is recycled. Nearly 60% of the trash generated in the County is disposed at the Prince William County Sanitary Landfill. This is not sustainable and waste generators need to take more responsibility for the waste they produce so that we can conserve our landfill for those items that cannot be recycled.

The Solid Waste Division hopes that you find this guide helpful in managing your waste. If you were looking for something in particular, but did not see in this guide, please feel free to call our office at (703) 792-4670 and we may be to assist you. The Division also maintains a web site where you will find additional information and we hope that you will take time to visit our site to learn more about trash and recycling in Prince William County:

[www.pwccgov.org/recyclerefuse](http://www.pwccgov.org/recyclerefuse)

Let's face it—the days of a single container for all our trash are gone. We all need to do our part to help create a more sustainable future for our children. Thank you for your efforts to reduce waste and recycle in Prince William County.

## **Section 2 – What is Waste Reduction?**

Waste reduction is any action you take to reduce the amount and/or toxicity of waste. It includes waste prevention (“reduce”), recycling (including composting), as well as participation in recycling programs. Below is a simple description of each:

<b>Reduce:</b>	<b>Reuse:</b>	<b>Recycle:</b>
<p>Anything you can do to prevent waste from being created in the first place. Source reduction should be your first strategy before reuse or recycling, since it will save you the most money and have the greatest positive effect on the environment. For example, you can:</p> <ul style="list-style-type: none"> <li>• Purchase or produce items in just the quantity needed</li> <li>• Choose items that use less packaging</li> <li>• Avoid using a material altogether</li> <li>• Choose items that have a longer life and can be readily recycled</li> </ul>	<p>With reuse we are simply reusing materials again in their original forms. Many reuse options eliminate the transportation, energy and resource requirements associated with recycling alternatives. It’s easy to:</p> <ul style="list-style-type: none"> <li>• Reuse office furniture</li> <li>• Re-label file folders</li> <li>• Remanufacture toner cartridges</li> <li>• Share unwanted working supplies or equipment with another organization that can use</li> </ul>	<p>When we use a material again to make another product that may be the same or different. For example:</p> <ul style="list-style-type: none"> <li>• Turn recycled tires into materials for cushioning playgrounds</li> <li>• Turn plastic bottles into clothing or plastic lumber.</li> <li>• Turn newspapers into insulation</li> </ul> <p>You don’t have to do all this yourself. To recycle at your workplace you just need to arrange with a recycling service provider to come to your office.</p>

It doesn’t have to be complicated. You don’t have to get bogged down in a comprehensive plan. A complex approach to developing a waste reduction program would be to review all business operations to identify and implement as many opportunities for reducing waste as possible. However, the implementation of any strategy will result in economic and environmental benefits for a business. You don’t have to construct an expensive waste management facility. Just start somewhere. Make a plan to lower waste removal costs. Decide to lower expenditures on raw materials, office supplies, and equipment. Streamline your operations to reduce waste and reduce operational costs. Just deciding to make informed choices about source reduction, waste reuse and recycling strategies is a great start!

► Adapted from Mecklenburg County, North Carolina’s “Resource Guide for Commercial Waste Reduction and Recycling,” January 2007.

## **Section 3 – Why Recycle / Recycling Facts**

### **WHY RECYCLE?**

- Good For Our Economy - American companies rely on recycling programs to provide the raw materials they need to make new products.
- Creates Jobs - Recycling in the U.S. is a \$236 billion a year industry. More than 56,000 recycling and reuse enterprises employ 1.1 million workers nationwide.
- Reduces Waste - The average American discards seven and a half pounds of garbage every day. Most of this garbage goes into to landfills, where it's compacted and buried.
- Good For The Environment - Recycling requires far less energy, uses fewer natural resources, and keeps waste from piling up in landfills.
- Saves Energy - Recycling offers significant energy savings over manufacturing with virgin materials. (Manufacturing with recycled aluminum cans uses 95% less energy.)
- Preserves Landfill Space - No one wants to live next door to a landfill. Recycling preserves existing landfill space.
- Prevents Global Warming - In 2000, recycling of solid waste prevented the release of 32.9 million metric tons of carbon equivalent (MMTCE, the unit of measure for greenhouse gases) into the air.
- Reduces Water Pollution - Making goods from recycled materials generates far less water pollution than manufacturing from virgin materials.
- Protects Wildlife - Using recycled materials reduces the need to damage forests, wetlands, rivers and other places essential to wildlife.
- Creates New Demand - Recycling and buying recycled products creates demand for more recycled products, decreasing waste and helping our economy.

Source: National Recycling Coalition

## **RECYCLING FACTS**

### **Paper Recycling:**

- In 2005, a record 51.5 percent of the paper consumed in the U.S. (51.3 million tons) was recovered for recycling. That is about 346 pounds for each man, woman and child in the United States.
- In 2005, 78% of paper and paperboard mills used some recovered paper and 149 mills used only recovered paper
- Every ton of paper that is recovered saves 3.3 cubic yards of landfill space

Source: American Forest & Paper Association

### **Metal Recycling:**

- Steel is the most recycled material—68.7% is recycled
- About 630 steel cans are recycled every second!
- Stack the nearly 19 billion steel cans recycled in 1996 end to end, and you would have a line stretching from here to the moon and back more than three times (based on a can height of 5 inches).
- Steel cans contain 25% recycled content and are completely recyclable.
- 90% off all appliances are recycled.
- 63.4% of all aluminum and steel food and beverage containers are recycled.
- Using recycled steel to make new steel saves energy. In fact, the steel industry saves enough energy in one year to electrically power 18 million homes for one year.

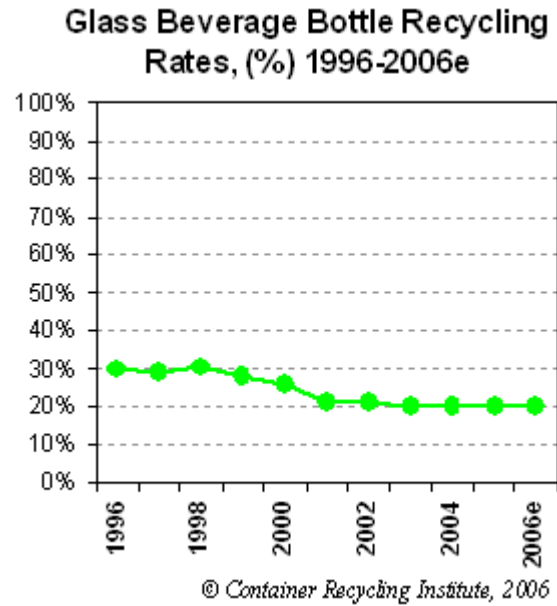
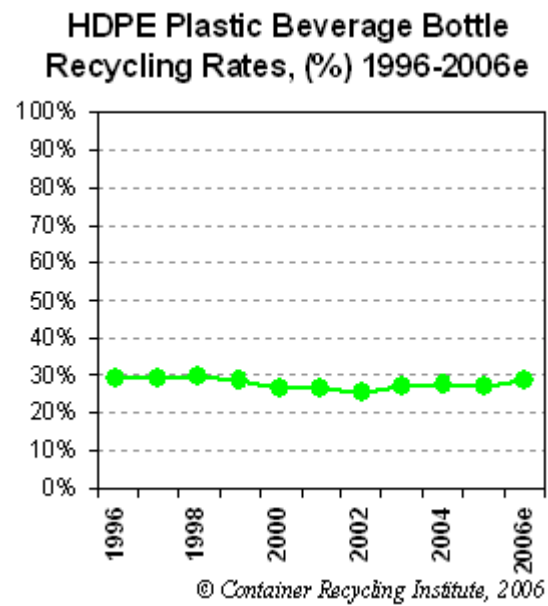
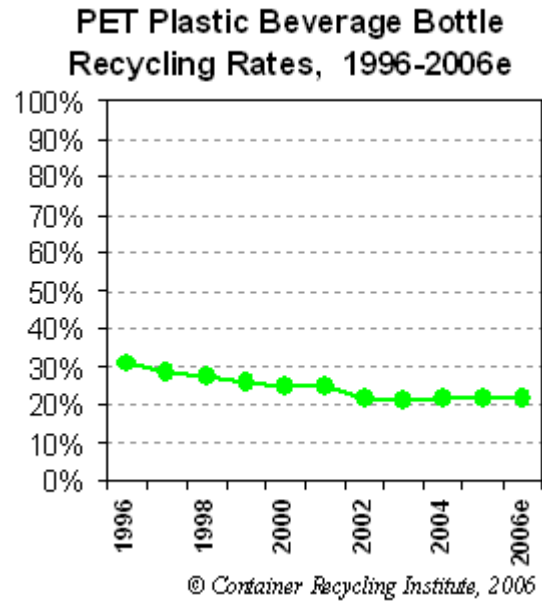
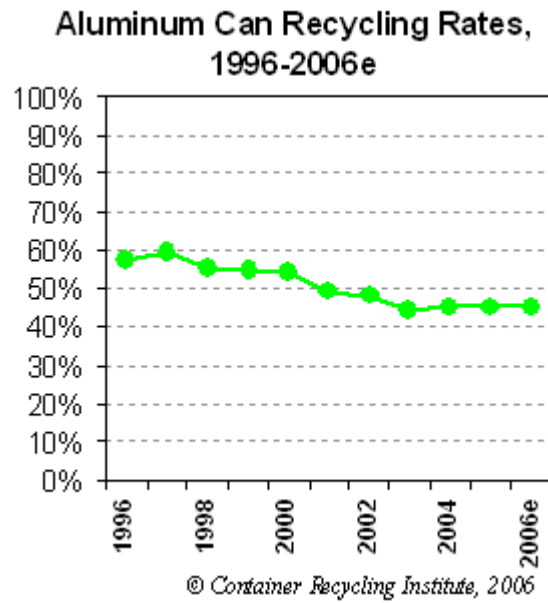
Source: Steel Recycling Institute

### **Glass Recycling:**

- Glass can be recycled again and again with no loss in quality or purity.
- Glass containers go from recycling bin to store shelf in as little as 30 days—again and again.
- In 2006, glass made up about 5.3% of the municipal solid waste stream by weight.
- About 25.3% of all glass containers were recycled.
- 30.7% of all glass beer and soft drink bottles were recycled.
- According to the U.S. EPA, glass bottles have one of the highest levels of recycled content.
- Made from domestically plentiful, nontoxic raw materials—silica, sand, soda ash, limestone and up to 70% recycled glass—glass is one of the safest packaging materials.
- And, recycling glass reduces consumption of raw materials, extends the life of plant equipment, such as furnaces, and saves energy.

Source: Glass Packaging Institute

**Container Recycling Rates by Commodity:**



## **Section 4 – Prince William Recycling Requirements**

### **PRINCE WILLIAM COUNTY, VIRGINIA CODE CHAPTER 22 ARTICLE VII. RECYCLING**

#### **Sec. 22-169. Nonresidential and refuse removal reporting.**

(a) All nonresidential solid waste generators and companies that manage solid waste or recycle materials generated within the county shall submit an annual report of their recycling activity to the county's department of public works by February 15 for the previous calendar year.

(b) Annual reports required to be submitted hereunder shall be certified by a responsible official of the generator or company and shall contain: (1) the name and address of the reporting party; (2) the total quantity of solid waste recycled by the reporting party during the reporting period; (3) the total quantity (by weight or volume) of solid waste that has been the subject of source reduction or reuse; and/or (4) other information concerning waste generation, waste management and recycling requested by the department of public works.

(c) All reports required hereunder shall be based on volume or weight of each material; provided that where such measurements cannot be accurately determined, the report may be based on carefully estimated data. Where estimates are submitted, they must contain sufficient detail to reasonably describe how the estimate was prepared, including but not limited to such data as container volume, frequency of collection, percent full when container collected, and the type of material recycled, reduced or reused. Supporting documentation used in preparation of the report shall be retained for audit and clarification of reported data for a period of two years following submission of said report.

(d) Nothing hereunder shall be construed to require any party to report proprietary information. Where any party fails to report any information otherwise required hereunder based upon a determination that such information is proprietary, the party shall specify in its report the nature of the information withheld and the basis of its determination that such information is proprietary.

(e) Recycled solid waste referenced in the report shall include only solid waste generated within the county. (No. 92-30, 3-3-92; No. 07-23, 4-3-07)

#### **Sec. 22-170. Residential and nonresidential source separation of solid waste.**

(a) Occupants of residential dwelling units within the county shall be required to separate for collection and recycling newspapers, mixed paper, container glass, plastic bottles and metal cans. Materials required to be separated for collection by residential dwelling units may be added or deleted by the director of public works with the approval of the county executive. Residents shall be prohibited from combining these recyclable materials with other solid waste.

→ (b) The owners of business properties, including apartments, located in the county shall be required to establish a recycling system for the separation, collection, handling, storage and transportation of the principal recyclable material comprising the greatest percentage by weight or volume of the combined waste stream generated at each property.

→ (c) All persons other than occupants of residential units within the county shall be required to separate for collection and recycling the principal recyclable material



comprising the greatest percentage of its waste stream by weight or volume or the principal recyclable material comprising the greatest percentage by weight or volume of the combined waste stream of the business property on which such person is located.

(d) This article [Ordinance No. 92-30] shall not affect the right of any person or entity to sell or otherwise dispose of waste material as provided in § 15.2-933, VA Code Ann., or permitted under any other law of the Commonwealth, nor shall it impose any liability upon any apartments or commercial office building owner or manager for failure of tenants to comply with any provisions of this ordinance or upon any refuse remover for failure of its customers to comply with this article.

(e) All county licensed refuse removers shall collect and separate recyclable materials from the refuse waste stream in accordance with section 22-43. As a part of the county hauler permit process, submission of a recycling plan shall be required by the county in accordance with the solid waste regulations.

(f) No person shall engage in the business of collecting recyclable materials in county as a commercial enterprise without registering the recycling business with the county in accordance with the solid waste regulations. This provision shall not apply to employees of a nonresidential establishment, non-profit fund raisers, or any individual collecting, processing, or transporting recyclable materials generated within residential dwelling or nonresidential units. (No. 92-30, 3-3-92; Ord. No. 92-82, 9-1-92; No. 07-23, 4-3-07)

**Sec. 22-171. Penalties for noncompliance or nonparticipation.**

The intent of this article is to encourage, promote and mandate recycling to reduce the amount of refuse requiring disposal. To fulfill this intent, the penalties to residents, business and nonresidential waste generators, outlined in paragraphs (a) through (e) below, will only be assessed and enforced if the county fails to meet recycling goals stated in the most current adopted Solid Waste Management Plan for Prince William County and after the county publishes a notice of such failure in the manner set forth below.

If the county's department of public works determines that the stated goals are not met in any complete fiscal year, it shall report such finding to the board of county supervisors and shall publish that finding once a week for two (2) successive weeks in some newspaper published and having a general circulation in the county. Such notice also shall state that the penalties outlined in this section shall then be assessed and enforced in the county following the date upon which the second such notice is published.

(a) Any resident who violates any provision of the recycling requirements as given in section 22-170 or any rule or regulation adopted hereunder, shall be subject to the following civil penalties in accordance with the following procedures:

(1) Upon discovery of a violation, the department of public works shall issue a notice of violation describing the violation and the corrective action required. Residents shall have fourteen (14) days from receipt of notice to comply with violation notice. Violation notices are to be sent by certified mail.

(2) Failure or neglect to comply with the terms of the written notice shall be subject to a fine of twenty-five dollars (\$25.00). Each act of willful refusal or failure to comply shall constitute a separate offense.

(b) Any person other than occupants of residential units who violates any provision of the recycling separating requirements outlined in section 22-170, or any rule or

regulation adopted hereunder, shall be subject to the following civil penalties in accordance with the following procedures:

- (1) Upon discovery of a violation, the department of public works shall issue a notice of violation describing the violations and the corrective action required. Any person receiving such a notice shall have thirty (30) days from receipt of notice to comply with the violation notice. Violation notices shall be sent by certified mail.
- (2) Failure or neglect to comply with the terms of the written notice shall be subject to a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00). Each day of willful refusal or failure to comply shall constitute a separate offense.
- (c) Any person given a notice of violation pursuant to this section may request an opportunity to be heard by a three (3) person panel established by the director of public works. Such request shall be made within five (5) days of receipt of the notice and be submitted in writing to the Department of Public Works Solid Waste Division, Office of Recycling.
- (d) After having served a notice of violation in accordance with section 22-171(a) or 22-171(b) on any person committing or permitting a violation of the provisions enumerated herein and if such violation has not ceased within such reasonable time as is specified in such notice, then upon the approval of the county attorney, the director of public works shall cause a summons to be served upon such person in any manner authorized by law for service of process.
- (e) If a person charged with a violation does not elect to enter a waiver of trial and admit liability, the violation shall be tried in the general district court in the same manner and with the same right of appeal as provided by law. A finding of liability shall not be deemed a criminal conviction for any purpose.
- (f) In addition to penalties set forth above, any refuse remover who violates any provision of the recycling reporting and collection requirements outlined in sections 22-169 and 22-170 or any rule or regulation adopted hereunder, shall be subject to the penalties specified under section 22-36. (No. 92-30, 3-3-92; Ord. No. 92-82, 9-1-92; No. 07-23, 4-3-07)

## **Section 5 – How to Set-Up a Recycling Program**

### **General Steps in Setting up Recycling at the Workplace** ▶

1. Obtain management support - Unless management is behind your recycling program, it won't happen. Their support can take the form of an informal endorsement, or better yet, they can implement a formal waste reduction and recycling company policy. Management must support the waste reduction team by endorsing program goals and implementation, communicating the importance of reducing waste within the company, setting an example, guiding and sustaining the program, and encouraging employee commitment and participation through rewards and incentives.



To make recycling a success, you will need staff time for planning, implementation and oversight. You may need to make changes to janitorial or waste hauling contracts. You may need capital or operational expenditures, as well as purchasing or process changes to improve material recovery and decrease material contamination. The Orange Tab of this guide includes reasons why you should recycle and facts that you can use when seeking management support for a workplace recycling program.

2. Designate a program coordinator - The program needs to be “somebody's baby.” The designated recycling coordinator will plan and implement the recycling program and act as a liaison among management, employees, maintenance staff, outside vendors, and customers. This individual will monitor and publicize the program to keep participation rates up and contamination rates down. In larger offices, a team of program monitors are made up of employees representing different work areas or different work shifts can work with the program coordinator to help keep employees educated and enthused about recycling. How much time will it take? That will vary depending on the size of your company or property, but the recycling coordinator will need to dedicate more time during planning and implementation and less time once the program is up and running. In multi-tenant buildings, the property manager should coordinate the building's recycling efforts. Each tenant can choose a monitor to assist with the program. Coordinator should establish a team that includes each impacted work group and custodial staff.
3. Establish a Team - A team approach to planning, designing, implementing and maintaining your program allows tasks to be distributed among several employees from different departments within the company. It also establishes essential communication links. Team members should meet regularly to develop a plan and begin program implementation. How long will it take? Generally, large facilities incorporating many different options will need several months to start up a program. Department-specific or more modest programs might be implemented in less than a

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▶ Adapted from Mecklenburg County, North Carolina's “Resource Guide for Commercial Waste Reduction and Recycling,” January 2007.

month. Some businesses might even be able to implement simple options within a matter of days. Regardless, time and resources invested will undoubtedly be returned by the savings a successful waste reduction program generates year after year.

***What Size should my Team be and who should lead it?***

It depends on the size of your company, and should include as many affected departments or work units as possible. For a one-person team, choose someone who can wear many hats and is familiar with the overall operations of your company. Likely candidates for a two-person team would be a company manager and an administrative or technical support person. Larger businesses should create a team of employees from different departments to encourage widespread input and support. Environmental managers, building supervisors, technical, operational, administrative, maintenance or purchasing staff members, and other employees interested in waste reduction make good team members. Company management, or the team itself, should appoint a knowledgeable and motivated team leader. Depending on the size of the company and type of program, the position can require a significant amount of time and energy. The leader must be capable of directing team efforts; administering the planning, implementation and operation of the waste reduction program; and acting as a liaison between management and the team. You might choose a facilities manager, an environmental manager, or an employee who has championed waste reduction in the company. If possible, the task should be incorporated into the person's job description.

***Get Participation from the Whole Company***

Once you've established the general direction of the waste reduction program, you'll want to present the program to the rest of the company. Now's the time to get employees in the loop and give the team momentum! Start with a direct announcement by the president or representative of upper management, demonstrating that the program has full management support and is a high priority for the company. The announcement should:

- Introduce employees to waste reduction
- Explain how waste reduction will benefit both the company and the environment
- Outline program design and implementation stages
- Publish the team leader's name and contact information

***Set Some Preliminary Goals***

The team's first task is to work with management to establish and record specific preliminary goals for the program. The amount of waste that can be reduced will depend on the level of effort the company is willing to dedicate to the task. Remember that goals provide a framework, but should be flexible – you may need to reexamine and adjust them as the program proceeds.



### *Consider Alternatives*

This is where the most satisfying work begins! Use the following information to list, analyze, and choose appropriate waste reduction measures for your company.

- A. **Compile and Screen Your Options** - Use the results of your waste assessment as a tool to aid the team in listing all possible waste prevention, recycling, composting, materials exchange, and purchasing measures that might be effective. Consider program goals as you compile your list.
- B. **Analyze and Select Your Options** - At the outset, strive to consider all three types of options: source reduction and reuse, procurement, and recycling.

### *Source Reduction and Reuse Options*

Think waste prevention first – it delivers the most bang for the buck! You'll find that just one source reduction option can result in savings in purchasing, storage, materials handling, removal costs and other areas. Make sure your analysis is comprehensive and take into account savings in all related areas.

### *Procurement Options*

Commit to new purchasing strategies and establish new habits in which procurement with waste reduction in mind becomes the norm rather than the exception. Ideas:

- Buy supplies with reduced packaging.
- Establish better inventory control measures that will reduce the changes of over ordering and possibly prevent you from throwing away perishable items.
- Use the company's buying power to reduce waste and encourage growth of recycling markets.
- Contact your suppliers and discuss alternative products that would meet new purchasing criteria.

### *Recycling Options*

Do you have waste that cannot be prevented? Evaluate recycling options.

Determine the marketability of the materials to be collected, and weigh the cost effectiveness and potential operational effects of recycling options. Your team should also consider whether the new recycling program will affect current purchasing practices. For instance, the company might want to buy exclusively aluminum cans for vending areas instead of glass and plastic containers to take advantage of strong markets for aluminum.



4. **Assess Your Waste** - What kind of wastes are you generating? How much of each type of waste is going into the dumpster? The data you collect in your waste assessment can be used to identify and evaluate potential waste reducing options, including alternative purchasing practices, reuse, material exchanges, recycling, and composting. If time or resources prevent conducting a waste assessment, you can approximate your waste generated by using industry averages of the amount of waste generated by companies in your related field.

***Do I Need a Formal Waste Audit?***

Many effective waste reduction and recycling measures can be adopted without the help of a formal waste assessment. For small businesses or businesses with very few items in the waste stream, a complex waste assessment may be unnecessary.

Larger companies will find it helpful to determine the types and amounts of waste generated.

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5. Make Arrangements with a Recycling Service Provider to Collect Materials – Most businesses do not generate sufficient quantities of recyclable commodities to sell directly to the market and in most cases your business will need to make arrangements with a recycling services provider to collect your recyclable materials. A basic list can be found in the Blue Tab of this guide. Additional firms may be found in the “yellow pages” under “recycling” and on the County’s web site. The recycling service provider typically provides and outside storage container for your recyclable materials and services the container on a regular schedule. The recycling service provider collects the recyclable materials and transports them to intermediate markets where the materials are sorted and prepared according to market standards. Many vendors can offer assistance in setting up your recycling program. Some firms offer collection services and will help you decide if you are generating enough materials to support pick up. Some recycling services providers may even supply you with interior recycling containers.

***Get Your Stuff Together***

When you contact a private recycling vendor, you’ll need to have a description of your wastes and an estimate of how much of each your business generates.

Typically, an office generates ½-to-one pound of paper waste per person per day.

Ask the vendor these questions:

- (1) What containers and educational support can you provide?
- (2) What do you charge for pick up?
- (3) Do you pay for our materials? How much?
- (4) What happens if we have a contaminated load?
- (5) How do you handle billing, payment, and tonnage reports?
- (6) Do you require a contract? How long?

6. Plan You’re Program - Now that you’ve decided to adopt specific waste reduction options, your team is ready to forge into planning and implementation. This is not a race. Plan to build your program slowly, especially if your waste reduction program is complex. Implement a few options at a time, so employees are not overwhelmed by changes in procedure. In addition to making the program manageable, your efforts to carefully phase in options will give time to identify, assess, and solve any operational problems in the early stages. If your program involves only a few simple measures, it might be possible to implement all options at once. Give it a shot.



Remember that cost-effectiveness may not always be the overriding criteria for selecting options. Other criteria, such as improved environmental awareness, employee morale, community relations and legal requirements, may be equally important. If your company is most focused on cost effectiveness, don't automatically disregard options that have large start-up costs. When the long-term feasibility of such options are considered, they may show impressive multi-year savings that make them viable. In selecting your options, you should also review the long-term feasibility of the program as a whole. Successful programs can be designed around complementary options that take advantage of their different strengths. Don't remove an option from consideration until you consider whether it may, over time, save enough money to pay for other waste reduction activities that improve environmental awareness, employee morale, or community and customer relations.

7. Design the Program - After you have determined what materials you can recycle, your recycling coordinator will plan exactly how you will separate, collect, store and transport these materials. The coordinator will need to determine answers to these questions:

- Who will handle the recycling collection within the facility?
- Can the cleaning crews collect recyclables at each workstation or only at centralized locations?
- Will the cleaning contract need to be renegotiated?
- Is there adequate storage space for recyclables? Where?
- What containers will be used to collect and store the materials?
- Will the recyclables be stored near the final pickup location? If not, how will the containers be moved to the outside storage area?
- Will the outside storage area be clear at the scheduled pickup time or will the recyclable collection be competing with customer needs?



### *Container Considerations*

Container size will depend on where containers are located and how often they will be emptied. Desktop or desk side containers serve individual employees at their workstations and are either emptied by a custodial staff or by the employee into a larger centralized container. Centralized containers can be located in well-traveled hallways, the mailroom or copier room, and any other areas where large quantities of paper are generated. These centralized containers can be large enough to serve as final storage containers and moved to the loading dock for pickup. They may alternately be emptied into larger storage containers. It's smart to run a pilot collection program in one department or work area to determine if the containers, collection, and separation methods you've chosen are convenient for employees and custodial staff. If you purchase large quantities of containers and later find out they don't meet the needs of your program, you may be faced with a restocking fee to return them.

***Money Saving Tips for Interior Recycling Containers***

Ask your recycling service provider what containers they can provide, if any. If you don't have money to purchase containers, think about labeling existing cardboard boxes, trashcans or other suitable containers for recycling collection. If you need to purchase containers, please see the Red Tab of this guide (Interior Recycling Container Suppliers).

***Safety Considerations***

Use common sense when storing paper or other flammable recyclables. Do not block passages, keep paper away from heat sources, and post no smoking signs. An outside storage container is preferable for paper materials. If you have any questions about fire safety contact the Prince William County Fire Marshall's Office at (703) 792-6360.

***Recycling Ideas and Strategies for Small Business***

- In a small office there may not be enough materials generated to warrant pickup by a vendor. One solution is to combine recyclables with those of neighboring offices. Or you may want to self haul recyclable materials to a private recycler.
  - If you are a tenant, check with your property manager about the recycling services they provide. Under Prince William County's Recycling Ordinance all owners or property managers are required to provide recycling services for at least one material and occupants of that building are required to separate that material for recycling.
  - Small businesses can band together with other businesses. Check with other businesses in your building, complex, mall, or block. Coordinated efforts can raise recyclable volumes enough to make recycling services more affordable.
  - Piggyback with a large business in your area that is already recycling. Check to see if a large business will allow you to empty recyclables into their large recycling bins.
  - Ask trucks that bring supplies to your business if they would be available to back-haul clean recyclables to a recycling vendor.
8. **Educate Employees** - It's the single most important variable in making a recycling program work. What should you cover? The program's purpose, its method of operation, and the importance of each employee to the program's success. Spell it all out in memos posted on bulletin board (see Appendix for sample letter to tenants). Reiterate it in the in-house newsletter. Say it again in 15-to-20 minute training sessions. Emphasize the new collection, introduce the new collection containers, and explain the collection methods. New employees should be trained as part of their orientation. Keeping contaminants out of the recycling stream is very important to maintain the value of your commodities and to retain your reliable recycling companies. Reminding employees about contamination prevention will be an on-going education process.
9. **Kick off the Program** - You've gotten great input from employees, your teams have proved their analytic skills. Now it's time to kick the program into high gear. Set a date for the kickoff of the program and make it fun, creative and exciting. Also, you



should recruit and train program monitors at this time. Your team can decide the best way to motivate and educate your staff, considering a wide range of communication media including:

- Newsletters
- Electronic mail
- Training sessions
- Posters
- Employee orientation
- Special events -- slogan contests, cash awards, or other recognition for waste reduction activities.

Schedule all employees for a recycling training session. Check with your recycling vendor, container vendor, and janitorial staff or building manager to be sure everything is in place for the kickoff date. Make sure and everyone knows their role. Position the labeled recycling containers the night before the kickoff; distribute desk containers at the training sessions. Hit the ground recycling!

Management should ensure that waste reduction training and education become part of every employee's job. Incorporating waste reduction responsibilities into employee job descriptions works well.

10. Monitor the Program - Once your program is underway, your team should judge results against goals. As the potential for reducing waste in the company becomes better understood, consider establishing long-term goals for the program. It is important to evaluate the program periodically to:

- Keep track of overall program success and to
- build on that success
- Identify new ideas for waste reduction
- Identify improvement areas
- Document compliance with any regulations
- Determine the effect of any new additions to the
- program
- Keep employees informed and motivated

The best way to assess and monitor program operations is through continued documentation. Perform your first evaluation after the program has been in place long enough to have an effect on the company's waste generation rate, usually about one year after roll-out. You may find that conducting additional periodic waste assessments to determine further changes in the company's waste output is worthwhile as well. Data and procedures from the initial assessment make subsequent assessment much faster and easier.

***Tips for Existing Programs***

- Understand what is accepted for recycling from your current service provider. They are required to provide a recycling system.
- Regularly inform employees and custodial staff about what can be recycled and how the program works.
- Be sure inside and outside containers are well labeled (English and Spanish is recommended for outside containers).
- Periodically review with employees and custodial staff what can be recycled and how the program works.
- Monitor your program regularly.
- Share information about how much you have recycled with staff.

**Annual Solid Waste Fees**

On Sept. 1, 1998, the Board of County Supervisors established a County-wide Solid Waste Fee to fund landfill operations and related services, and to repay the debt. Businesses and non-profit organizations are assessed based on their estimated or actual refuse generation amounts per year. This information is based on actual records or by the number, size and pickup of your refuse containers. If businesses and non-profits do not have this information, the County will estimate generation based on the type and square footage of a business or non-profit organization.

Once your recycling program is up and running at your business or non-profit organization and you can demonstrate that you have significantly reduced the amount of solid waste generated from this property, you may request an appeal of your annual Solid Waste Fee. Adjustments can be made in future billings if businesses or non-profit organizations can supply annual waste generation amounts based on the Prince William County Code of Ordinances, Chapter 22, Refuse, Article VII. Solid Waste Disposal Fee System. Once you receive your bill, if you feel the Solid Waste Fee assessment is incorrect, call (703) 792-6254 to discuss the fee or to schedule a meeting. The Solid Waste Division will review the bill and the waste generation amounts assessed to your property and may assist in assessing waste generation amounts by visiting sites or facilities.

**Acknowledgment**

Prince William County would like to express its gratitude to the Mecklenburg County, North Carolina Solid Waste Division for permitting the use of content from the "Resource Guide for Commercial Waste Reduction and Recycling."

## **Section 6 – Recycling Service Providers**

<i>Type of Recyclable Material</i>	<i>Typical Containers Provided</i>
<p><b><u>Single Stream Recycling:</u></b> mixed paper, corrugated cardboard, and bottles and cans (all mixed together)</p> <p><i>Available in 90-gallon wheeled carts or front end dumpsters</i></p>	
<p><b><u>Newspaper/Mixed Paper:</u></b></p> <p><i>Dumpster service only. Typically does not permit cardboard in the container.</i></p>	
<p><b><u>Bottles &amp; Cans:</u></b></p> <p><i>Typically materials accepted include plastic bottles (regardless of the number), aluminum and steel food and beverage cans, and glass bottles and jars</i></p>	
<p><b><u>Mixed Paper:</u></b></p> <p><i>Typically includes any paper that tears and may allow flattened cardboard.</i></p>	
<p><b><u>Waste Cooking Oil:</u></b></p> <p><i>Oil typically collected in 55-gallon drums or specialized tanks.</i></p>	

Note: these firms listed for informational purposes only and are not endorsed by Prince William County.

**Single Stream Recycling: Mixed Paper, Bottles and Cans, and Cardboard:**

AAA Recycling and Trash Removal  
703-818-8222

[www.aaatrash.com](http://www.aaatrash.com)

American Disposal Service, Inc.  
703-368-0500

[www.americandisposal.com](http://www.americandisposal.com)

Charlie & Sons Trash Service  
703-670-9652

<http://www.charlieandsontrashservice.com/>

Con-Serv Industries, Inc.  
703-674-1709

<http://www.csidisposal.com/index.html>

Potomac Disposal Service  
703-846-0120

<http://www.esiwaste.com/>

Waste Management, Inc.  
800-969-2069

[www.wm.com](http://www.wm.com)

**Newspaper/Mixed Paper:**

SP Recycling Corporation  
703-794-9198

[www.sprecycling.com](http://www.sprecycling.com)

**Shredded Paper:**

Cintas Document Management  
800-246-8271

Safeguard Shredding  
703-224-3000

Security On/Off Site Shredding  
540-657-1611

Shred It  
301-315-0070

Trueshred, Inc.  
703-894-8000

**Scrap Metal:**

Davis Industries, Inc.  
703-491-5050

Manassas Scrap  
703-369-3049

Potomac Metals, Inc.  
703-330-3444

[www.potomacmetals.com](http://www.potomacmetals.com)

Prince William Metal Recycling  
703-330-5881

**Used Motor Oil:**

FCC Environmental  
410-284-1717

[www.fccenvironmental.com](http://www.fccenvironmental.com)

Nobel Oil Service  
919-774-8180

Safety-Kleen Systems, Inc.  
800-669-5740

[www.safety-kleen.com](http://www.safety-kleen.com)

**Used Oil Filters, Scrap Metal, and Tires:**

Metalpro, Inc.  
703-451-8300

[www.metalprorecycling.com](http://www.metalprorecycling.com)

**Cooking Oil:**

Valley Proteins, Inc.  
540-877-2590

[www.valleyproteins.com](http://www.valleyproteins.com)

## **Section 7 – Interior Recycling Container Suppliers**

Note: these firms listed for informational purposes only and are not endorsed by Prince William County.

Abel Industries  
PO Box 968  
Dumfries VA 22026  
Phone: 703-550-9446  
Fax: 703-385-0096  
Web: [www.abelsupply.com](http://www.abelsupply.com)

Busch Systems International Inc.  
343 Saunders Road  
Barrie, Ontario Canada  
L4N 9A3  
Phone: 800-565-9931  
Fax: 705-722-8972  
Web: [www.buschsystems.com](http://www.buschsystems.com)

The Fibrex Group Inc.  
4165 Pruden Blvd - Bldg 2  
Suffolk, VA 23434  
Phone: 800-346-4458  
Fax: 800-444-8380  
Web: [www.fibrexgroup.com](http://www.fibrexgroup.com)

Recy-CAL Supply Company  
42597 De Portola Rd.  
Temecula, CA 92592  
Phone: 800-927-3873  
Fax: 951-302-7530  
Web: [www.recy-cal.com](http://www.recy-cal.com)

Resourceful Bag & Tag, Inc.  
6420 W. 127th Street, Unit 212  
Palos Heights, IL 60463  
Phone: 800-872-8241  
Fax: 708-489-2260  
Web: [www.resourceful-1.com](http://www.resourceful-1.com)

Windsor Barrel Works  
PO Box 47  
Kempton, PA 19529  
Phone: 800-527-7848  
Fax: 610-756-6389  
Web: [www.windsorbarrel.com](http://www.windsorbarrel.com)

### ***Chain Stores Selling Recycling Containers:***

- Home Depot
- Office Depot
- OfficeMax
- Staples

### ***Industrial Suppliers Selling Recycling Containers:***

- Global Industrial  
[www.globalindustrial.com](http://www.globalindustrial.com)
- Grainger Industrial Supply  
[www.grainger.com](http://www.grainger.com)

## **Appendix – Sample Letter to Tenants**

XYZ Property Management Co.

44000 Prince William Parkway • Prince William, Virginia 22192 • (703) 792-xxxx

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TO: All Tenants, \_\_\_\_\_ Building

FROM: Jane Doe, XYZ Property Management Company

DATE: July 29, 2009

SUBJECT: Recycling Program Announcement

Effective immediately, you may now recycle paper, cardboard, and bottles and cans in the building (modify according to your program). Please inform your employees and custodians about this change to how waste is handled in the building and ask that they segregate these items now from the regular trash so that these items can be properly recovered for recycling.

### Why Recycle?

All non residential properties in Prince William County are required to recycle. Recycling is also good for our economy, creates jobs, saves energy, and conserves landfill space. The County currently recycles about 30% of its waste, but nearly 60% of the trash generated in the County is disposed at the Prince William County Sanitary Landfill. This is not sustainable and in order to change everyone will need to do their part and sort.

### What can be Recycled?

The recycling program includes the following items (example—modify list to fit your program):

- Mixed paper (any paper that tears)
- Corrugated cardboard—please flatten and place in or behind central recycling container
- Bottles and Cans—please remove and discard caps/lids and rinse lightly:
  - Plastic bottles and jugs
  - Aluminum and steel food and beverage cans
  - Glass bottles and jars

### How the Program Works:

Each employee will be provided with an individual paper recycling bin. If you need a bin call \_\_\_\_\_ (add number). Employees should empty full paper bins into the central paper containers located in the mailbox area, copy room, and other locations around the office. Bottles and cans may be recycled in the employee break room and kitchen. Custodians will empty the central containers for paper and bottles and cans nightly and place in the recycling containers located behind the building.

For more information regarding the recycling program please contact your office manager or call XYZ Company at (703) 792-xxxx. Thank you for your cooperation and for helping the environment.