6 Steps for Multi-Family Property Owners and Managers

1. **Contract a Commercial Recycling Collector**
   - Contract your current waste collector or a new commercial recycling collector for the collection of recyclable materials. All collectors are required to register with the City of Arlington to be permitted to haul in the City of Arlington. Collectors may locate the Multi-Family Recycling Collector Registration form on our website at www.arlingtontx.gov/recycle. Annual permit fee applies.

2. **Complete a Recycling Plan**
   - Visit the Solid Waste and Recycling website at www.arlingtontx.gov/recycle to access the Multi-Family Recycling Plan form. Completely fill out the form and sign it. Include a site map that provides a clear layout of the property including all waste and recycling containers. Submit this form when submitting your commercial site plan (see below) to Planning and Development Services. Update this form whenever a change to property ownership, management or recycle collector occurs.

3. **Preparing and Submitting a Site Plan**
   - Prepare and submit your commercial site plan to the Planning and Development Services department. Include a completed copy of the Multi-Family Recycling Plan form and site map. P&DS staff will forward your recycling plan to the Solid Waste and Recycling Division for approval. Once approved, Solid Waste & Recycling staff will notify P&DS.

4. **Annual Inspection**
   - City of Arlington Code Enforcement conducts annual Multi-Family site inspections. As part of their inspection process, Code Enforcement will ensure that recycling programs continue to be implemented at new Multi-Family properties.

5. **Ongoing Education**
   - Ongoing education is a key component in any successful recycling program. Property managers or owners are required to regularly provide information to tenants to increase recycling efforts. This includes:
     1. The types of recyclable materials accepted,
     2. Proper separation of recyclable materials, and
     3. The location of recycling collection containers
   - This information must be provided to all new tenants upon moving in. Your recycling collectors will be required to provide you with educational and promotional material such as posters, introductory letters and signage as requested.

**Guidelines**

- **Containers:**
  - Each garbage dumpster will have an adjacent recycling dumpster.

- **Valet Service:**
  - Valet recycling services must provide similar collection to garbage collection.

- **Frequency:**
  - Recycling collection must occur at least once (1) time per week and often enough to avoid spillage.

- **Signage:**
  - Containers must be clearly marked for recycling and indicate recyclable materials.

- **Resubmitting Recycling Plan:**
  - Owners or managers of multi-family properties must submit an updated recycling plan to the Solid Waste and Recycling Division whenever one of the following occurs:
    1. Change in ownership or change in management of property
    2. Change in recycling collection services
    3. Change in method of collection (i.e., type of containers, frequency, etc)

- **Evaluational Materials:**
  - Property owners/managers must ensure that occupants are educated about recycling services and must provide educational materials to new and existing occupants upon move-in. Property owners are required to inform residents of any change in the existing recycling program and collection service.

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