



Transportation and Environmental Services
Resource Recovery Division
2900 Business Center Dr Suite B
Alexandria, Virginia 22314

Phone 703.746.4135
Fax 703.751.2569

www.alexandriava.gov

COMPANY NAME
ATTN:
ADDRESS
CITY, STATE ZIP

Date: 12/5/2022
Subject: ADDRESS
Parcel: 00000000
Due Date: January 30, 2023

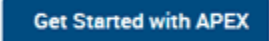
Re: Recycling Implementation Plan (RIP form) Renewal

Dear Sir/Madam:

The City of Alexandria requires all commercial properties and multi-family properties to implement a recycling program and to submit a Recycling Implementation Plan (RIP Form) to the Resource Recovery Division, T&ES. This regulation also applies to commercial properties that are provided trash service by the City of Alexandria under agreement, as well as to properties that are used as primary residences but which maintain a commercial designation by the City Real Estate office.

If you are receiving this letter, you have been identified by either the City Real Estate Office or a previous RIP form submission as the primary contact for the commercial property listed above. If you are not the appropriate agent for this property, please forward this letter to the proper person and contact the Commercial Recycling Manager at the address below to update our records. Properties that are part of a larger Business Association, Homeowners Association or Condo Association, or who share a common trash or recycling service that is contracted for by another agent should forward this letter to their respective representatives.

For your convenience, your RIP form can be submitted electronically using the City's APEX Permitting & Land Use System. This system also serves as the City's platform for the submission of RIP forms. If you do not already have an APEX account, you will need to create one before submitting your RIP form.

To get started, visit our web page at www.alexandriava.gov/Permits and click on  to begin your submission process. Additional instructions in both PDF and video format are available on the City's "Recycling at Work" web page found at www.alexandriava.gov/Recycling.

Once you are successfully logged into APEX, select APPLY, then select All under PERMITS, and then select Recycling Implementation Plan. The web site will walk you through a series of questions which when completed, will serve as your Recycling Implementation Plan. You may save your application as a draft as you fill the web form and return to complete it later. When you have completed the form, submit it to the City for review. All fields marked by an * are required to be completed.

You will be required to update the primary contact information for your commercial property as well as to provide the name(s) of your current solid waste and recycling haulers and details about the specific services that they provide. We recommend that you have a copy of your service providers' contract or recent invoicing available to answer these questions. All fields marked by an * are required to be completed.

CONTACT

Subject: ADDRESS, Parcel: 00000000

If you have not yet implemented a recycling program for your property, please contact your solid waste hauler or preferred recycling company immediately to begin this process. Properties that are not in compliance with City Ordinance are required to implement the minimum required recycling program within 60 days of the date of this notification and submit the required RIP form for review.

If for whatever reason you cannot fully implement the required recycling services within the 60 day period, please submit your RIP form anyway and include a note in the comment field at the end of the form as to when the required recycling services will be implemented.

Complete information about the requirements for Commercial Business and Multi-Family Recycling is available on the City of Alexandria web page at: alexandriava.gov/Recycling. Look for the link "Recycling at Work" in the navigation bar. Please review this information carefully to ensure that your business is in compliance with the City's Recycling Ordinance.

In general:

- Businesses are required to recycle the (2) recyclable materials generated in the largest quantities at the property.
- Multi-family properties are required to recycle mixed paper, cardboard and commingled food and beverage containers (Aluminium, metal, plastic).
- Single Stream Recycling service (where all materials are collected in the same container) is also acceptable in either case. See our acceptable recyclable materials list on our website for more information.

A new RIP form must be submitted to the Resource Recycling Office every two years within 60 days of the date of notification. If you have already submitted a RIP form within the past 12 months, you must still update and resubmit a current RIP form within the next 60 days. Designated respondents who fail to do so may be subject to civil fines as specified in Title 5, Chapter 1 of the City Code.

Property Owners and Managers who need help with designing an effective recycling system or improving their existing recycling system may contact the City's Recycling Specialist at: CommercialRecycling@alexandriava.gov or by calling: 703.746.4135.

Anyone requiring assistance with the completion of their form, or who does not have access to the Internet can receive support by calling: 703.746.4135.

Thank you for your cooperation.

Sincerely,



Stiles Peabody
Commercial Recycling Manager