

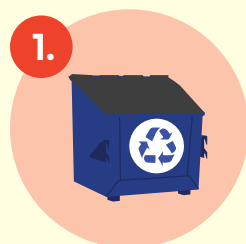
# UNIVERSAL RECYCLING ORDINANCE

## Fact Sheet for Property Owners



The Universal Recycling Ordinance supports Austin's Zero Waste goal by requiring affected property owners to ensure that tenants and employees have access to convenient recycling. The ordinance is intended to increase the life of local landfills, reduce harmful environmental impacts, and encourage economic development.

### The ordinance requires affected property owners and managers to provide:



1. Sufficient recycling capacity at a convenient location for tenants and employees



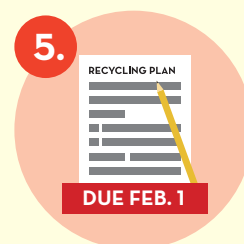
2. Recycling services for paper, plastics #1 & #2, aluminum, glass, cardboard



3. Informational signage in both English and Spanish



4. Bilingual recycling education for tenants and employees



5. Online Submission of Annual Diversion Plan

### Who is affected? When?

Properties are phased in over five (5) years. By Oct. 1, 2017, the Responsible Parties (property owners and managers) at all commercial properties will be required to provide recycling services to tenants and employees. See the chart below to learn when your property is affected.

Commercial properties larger than:	Multifamily properties with more than:	Facilities are subject to the URO beginning:
100,000 SF	75 dwelling units	10/1/2012
75,000 SF	50 dwelling units	10/1/2013
50,000 SF	25 dwelling units	10/1/2014
25,000 SF	10 dwelling units	10/1/2015
5,000 SF	All properties	10/1/2016
All Properties	All Properties	10/1/2017

Starting Oct. 1 2016, the largest businesses with food service permits will be required to establish organics diversion programs.

For more information about the Organics Diversion requirements, please go to: [austintexas.gov/commercialrecycling](http://austintexas.gov/commercialrecycling)

### Multifamily properties include:

- Apartments
- Condominiums
- Mobile home parks
- Private funded dorms
- Long-term nursing facilities
- Other residential apartments and multifamily properties

### Commercial properties include:

- Office properties
- Retail stores and malls
- Medical facilities
- Religious buildings
- Private schools
- Food and beverage industry (restaurants, bars, and grocers)
- Hotels and motels
- Industrial facilities and warehouses
- Other non-residential properties

For operational tips and helpful resources,  
please visit: [austintexas.gov/commercialrecycling](http://austintexas.gov/commercialrecycling)

## 5 steps to meeting the requirements:

### 1. RECYCLING CAPACITY AND CONVENIENCE

To ensure convenient access and adequate storage capacity for recyclable materials, recycling capacity must meet the following requirements:

- **Multifamily properties:** Recycling capacity must meet or exceed 6.4 gallons per dwelling unit, per week.
- **Commercial buildings:** Recycling capacity must be greater than, or equal to, 50 percent of the total weekly service capacity for all materials. For example a 4 cubic yard landfill trash dumpster collected twice per week requires a 4 cubic yard recycling dumpster collected twice per week.
- **Convenient Containers:** All exterior landfill trash containers must have a recycling container within 25 feet.

#### Need help calculating your service capacity?

Download online capacity calculator at: [austintexas.gov/zerowastebusiness](http://austintexas.gov/zerowastebusiness) or contact your service provider or Austin Resource Recovery staff.

### 2. RECYCLABLE MATERIALS

Responsible Parties are required to offer recycling for these materials (at a minimum):



**Paper (including mixed paper and office paper)**



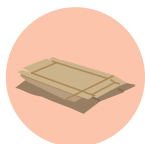
**Plastics #1 & #2 (PETE & HDPE)**



**Aluminum cans**



**Glass bottles and jars**



**Cardboard and boxboard**

Additional or alternate materials can be included in the Annual Diversion Plan.

### 3. SIGNAGE REQUIREMENTS

Properties must provide signage near collection areas. All signage must:

- Indicate which materials are accepted
- Include English and Spanish at a minimum
- Use graphics to illustrate the materials accepted



### 4. ANNUAL EDUCATION

Responsible Parties are required to educate tenants and employees about the property's recycling program at least once per year.

- New tenants and employees must be educated within 30 days of hire or move in.
- Education may include brochures, fliers, signs, emails, in-person meetings, etc.



### 5. ANNUAL DIVERSION PLAN

Each year, property managers must submit an online Annual Diversion Plan. This plan describes landfill and recycling services as well as recycling education offered at the property. Submit your Annual Diversion Plan at [austintexas.gov/recyclingplan](http://austintexas.gov/recyclingplan)

Plans must be submitted between Oct. 1 and Feb 1. for the upcoming year.

**WAIVERS\*** - Property owners or their designee, may request alternative compliance, or submit a waiver when completing the Annual Diversion Plan. Businesses receiving recycling services from the City of Austin are not required to submit an Annual Diversion Plan, but must meet the other requirements of the ordinance.

\*All waivers are subject to a 60 day review period.

## Questions?

Austin Resource Recovery, a City of Austin service, offers free Zero Waste consulting services to help businesses reduce waste, recycle more materials, and comply with the City's recycling ordinances.

Please email us your recycling questions at: [CommercialRecycling@austintexas.gov](mailto:CommercialRecycling@austintexas.gov)



For more information on the Universal Recycling Ordinance, visit [Austintexas.gov/commercialrecycling](http://Austintexas.gov/commercialrecycling)



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