

UNIVERSAL RECYCLING ORDINANCE

Fact Sheet for Property Owners

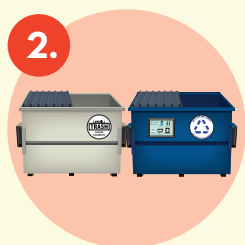


The Universal Recycling Ordinance (URO) supports Austin's Zero Waste goal by requiring affected property owners to ensure that tenants and employees have access to convenient recycling. The ordinance is intended to increase the life of local landfills, reduce harmful environmental impacts, and encourage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

The ordinance requires affected property owners and managers to provide:



Sufficient recycling capacity for tenants and employees



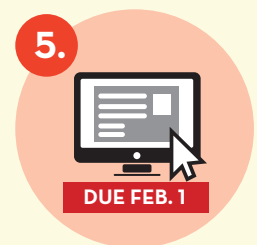
Convenient access to recycling services



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



Bilingual recycling education and informational container signs



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 ensure recycling is available to tenants and employees. See the chart below to learn when your property is affected.

Commercial properties larger than:	Multifamily properties larger 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

Multifamily properties include:

- Apartments
- Condominiums
- Mobile home parks
- Long-term nursing facilities
- Other multifamily properties

Commercial properties include:

- Office properties
- Retail stores and malls
- Medical facilities
- Religious buildings and private schools
- Restaurants, bars, and grocers
- Hotels and motels
- Industrial facilities and warehouses
- Mixed-use properties*

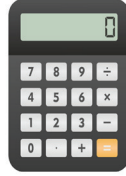
*Can report as a single commercial property or separate commercial and multifamily spaces

5 steps to meeting the requirements:

1. RECYCLING CAPACITY

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

- **Multifamily capacity:** Minimum of 6.4 gallons per dwelling unit of weekly recycling capacity.
- **Commercial capacity:** 1:1 ratio of recycling and/or compost to trash service. For example a 4 cubic yard landfill trash dumpster collected twice per week requires a 4 cubic yard recycling dumpster collected twice per week.

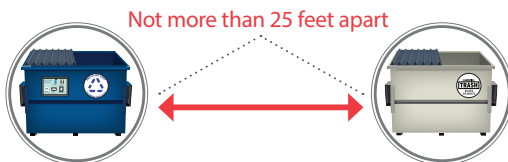


Need help calculating your service capacity?

Visit austintexas.gov/zerowastebusiness or contact your service provider or Austin Resource Recovery staff.

2. RECYCLING CONVENIENCE

Convenient Containers: All landfill trash collection points must have a recycling collection point within 25 feet.



A collection point is often an exterior trash dumpster, but can also be a trash chute, or a door step (if valet service is provided).

3. RECYCLABLE MATERIALS

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



Paper
(MIXED AND OFFICE)



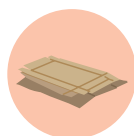
Plastics #1 & #2
(PETE & HDPE)



Aluminum cans



Glass bottles and jars



Cardboard and boxboard

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

4. EDUCATION & SIGN REQUIREMENTS

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.

Resources are available online at: austintexas.gov/uro

Signs - Properties must provide signs near collection areas.

Signs must:

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



5. ANNUAL DIVERSION PLAN (ADP)

Each year, property managers must submit an online Annual Diversion Plan at austintexas.gov/diversionplan. This plan describes landfill and recycling services as well as recycling education offered at the property. 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.

*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



For more information on the Universal Recycling Ordinance, visit Austintexas.gov/commercialrecycling
(512) 974 - 9727