

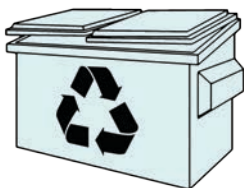
# CITY OF PHILADELPHIA COMMERCIAL RECYCLING FACT SHEET FOR BUSINESSES AND BUILDING OWNERS

Since 1994, section 10-724 of the Philadelphia Code has required operators in all commercial buildings to establish recycling services, and educate employees and customers about recycling. This requirement is intended to save valuable materials from being wasted, reduce the harmful environmental impacts of landfills and incinerators, and encourage local economic development.

## BUILDING OWNERS'/OPERATORS' RESPONSIBILITIES INCLUDE:

### 1 Establishing Adequate Recycling Services

Contact your current waste hauler or shop around for the best deal on recycling container service. You may be able to cut costs by reducing the size or collection frequency of your trash service.



### 2 Filing a Recycling Plan

Recycling Plan
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List the materials collected for recycling and name your contracted waste and recycling hauler(s). File your Commercial Solid Waste and Recycling Plan at [Phila.Gov/Streets/crplan](http://Phila.Gov/Streets/crplan). The form takes about ten minutes to complete.

### 3 Sharing the Plan

Post your plan in a place where everyone can see it. Educate your customers and employees with informational signs and fliers showing what they can and cannot recycle.

Download these materials at [philadelphiastreet.com/recycling/work-space-business-commercial](http://philadelphiastreet.com/recycling/work-space-business-commercial)



For more operational tips and helpful resources, visit [PhiladelphiaStreets.com/Recycling/work-space-business-commercial](http://PhiladelphiaStreets.com/Recycling/work-space-business-commercial)

## WHO IS RESPONSIBLE?

All building operators are responsible for complying with the Code. An operator is any person or entity that arranges for the collection of waste and recyclables in a building. In some cases, buildings have more than one operator. For example, in multi-tenant buildings, commercial tenants sometimes arrange for waste and recycling collection independently of other tenants in the same building.

## RECYCLABLE MATERIALS

Building operators are required to offer recycling for these materials:



**PAPER**



**CARDBOARD**



**CARTONS**



**METAL**



**GLASS BOTTLES AND JARS**



**PLASTICS**

## ENFORCEMENT

Officers from the Streets and Walkways Education and Enforcement Program (SWEEP) regularly inspect commercial properties to ensure compliance. Penalties include fines of up to \$300/day.

Officers look for two things: source separation of recyclable material and evidence that your recycling plan has been filed and shared. Mixed waste processing, or separating recyclables from trash "back at the plant," is NOT practiced legally in the Philadelphia region. If your hauler tells you that it's OK to mix recyclables with waste, look elsewhere for recycling service.

## QUESTIONS?

- Email us at [Commercial.Recycling@Phila.gov](mailto:Commercial.Recycling@Phila.gov)
- Call **215-686-5560**
- Visit [PhiladelphiaStreets.com/Recycling](http://PhiladelphiaStreets.com/Recycling)  



**City of Philadelphia Recycling Office**  
**Streets Department – Sanitation Division**  
1401 John F. Kennedy Blvd., Room 780  
Philadelphia, PA 19102-1676

