

Prince William County, Virginia
Department of Public Works
Solid Waste Division
Business Recycling Report Survey

Frequently Asked Questions

- 1) Q: How can I get to the online recycling report survey?
 - a. Send an e-mail to recyclingreport@pwcgov.org and you will receive a reply that includes a direct link to the recycling report and Prince William County zip code details or click the link below for the survey.

<https://survey.alchemer.com/s3/7528456/2023-Prince-William-County-Business-Recycling-Report>

- 2) Q: Why do I need to complete this report?
 - a. [Section 22-169](#) of the Prince William County Code requires all businesses and other non-residential properties to annually report their recycling activities to the County's Department of Public Works Solid Waste Division. This information is requested to comply with recycling reporting requirements established by the Commonwealth of Virginia (Code of Virginia, Section 10.1-1411 and 15.1 – 11.5.2) and is necessary to calculate the County's recycling rate.
- 3) Q: When is the report due?
 - a. The report is due annually by October 15.
- 4) Q: What do I do if I am a home-based business?
 - a. Home-based businesses **do not** need to complete the recycling report.
- 5) Q: What if the business has multiple locations?
 - a. If you have multiple properties, please enter the main location under Question #2 and list additional Prince William County locations under Question #3.
- 6) Q: What if my business is located within the boundaries of the cities and towns?
 - a. Complete this report only for properties located in Prince William County, a recycling report is not required for properties located in the cities or towns.
- 7) Q: My business is no longer at the address on the mailed reminder?
 - a. Enter the correct address when you complete the report.
- 8) Q: What if the business is closed or is no longer doing business in Prince William County.
 - a. You are not required to file a recycling report in Prince William County.

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- 9) Q: What do I do if my landlord is responsible for recycling?
- a. If you are not the person who is responsible for arranging trash and/or recycling services for the property, then you do not need to complete this report. Please forward the information to that person or provide us with the information so we can forward it to them.
- 10) Q: How do I comply if I do not have access to the internet?
- a. The Prince William County Library System provides free use of computers connected to the internet. The survey can also be completed on a Smartphone.
- 11) I still have a question or issue that I need to be clarified.
- a. Please email, PWCRcycles@pwcgov.org.