Prince William County, Virginia
Department of Public Works
Solid Waste Division
Business Recycling Report
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 link below.


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 for the previous calendar year. This information is requested in order 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 February 15 each year and the information provided is for the previous year.

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 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 postcard?
   a. Please provide the correct address on the 2020 Recycling 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.

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 for trash and/or recycling services for this 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. Upon request, the Solid Waste Division will mail you a paper copy of the report for you to complete and return. Please call 703-792-4670. Once we receive your paper report County staff will complete the survey for you using the information in the paper report.