

HOW TO GET STARTED AT YOUR COMPLEX

Effective July 1, 2012, the State requires that recycling programs be available at all multi-family complexes with five or more units. Solano Garbage Company can help you start your recycling efforts. Here are steps you can take to introduce or improve your recycling program at your apartment or condominium complex.

STEP 1 – Call Solano Garbage

Ask for a free waste assessment and get an evaluation of space and options for your recycling containers. Based on the waste assessment, we can help you determine the best recycling container for your complex.



STEP 2 – Plan the program rollout

Familiarize your staff with your recycling program and their role in making it a success. Point out where the recycling containers are going to be located both indoors and outside. Explain the importance of preventing contamination of the recycling bins with garbage and non-recyclable materials. Have educational material ready. The best way to prevent contamination is by reaching out and informing tenants about your recycling program.

STEP 3 – Reach out and educate your tenants

Introduce your new recycling program to your tenants at least two weeks before you place recycling containers on your property. There are many ways to inform your tenants. You can send them a letter, give out flyers, or post recycling information in common areas. If you have a newsletter, include articles that introduce and explain your new recycling program and where the new recycling areas are located in the complex.

STEP 4 – Provide recycling containers for tenants

Provide tenants with indoor recycling containers so they can collect and store recyclables before carrying them to the building's recycling area. Tenants can also store recyclables in their own containers, preferably a cardboard box or a paper grocery bag, before taking the materials to the recycling bin or cart in your common area.



STEP 5 – Follow up to keep recycling a priority

Monitor your garbage and recycling areas to see if tenants are recycling. Is your garbage volume decreasing as your recycling is increasing? Are there problems with contamination? If any issue arises, keep your tenants engaged by posting or distributing occasional reminder notices. Reducing the volume of garbage could save you money by helping to reduce the size of your dumpster or the number of garbage pickups.

Tips for Recycling Success

Keep the recycling area in good shape

A clean and well-kept recycling area will help make recycling a pleasant experience for your tenants. Replace recycling posters and bin labels if necessary, and check the area frequently to identify problems.

Solicit feedback and take action

Invite comments and suggestions about the program by posting your phone number in the recycling areas or by putting up a comment box. Respond to feedback and act on helpful suggestions.

Keep your tenants involved and motivated

Use a newsletter to let tenants know how well the recycling program is doing. You can put helpful facts like how much energy they save by recycling. Another way is to post the program achievements and fun facts on your bulletin board.

Include recycling in the lease agreement

You can emphasize the importance of recycling by including it in your tenant lease agreement as building policy. You may also want to add language requiring a deposit on the indoor recycling containers or bins which should be returned when the tenant moves out.

Provide recycling information to new tenants

If you have a move-in packet for new residents, make the recycling brochure a standard component. Explain the building's recycling program, and briefly go over acceptable items. Point out the complex's recycling areas. Talk to them about the recycling options that they have for their move-in discards like moving boxes, packing materials and possible other items left over after the move-in is complete. Follow up with your new tenants to see if they have questions about the recycling program.

Beyond Recycling

Waste prevention and reuse

Recycling is good, but reusing a product and preventing waste is even better. Whenever possible, share tips or opportunities for reusing materials and reducing waste with tenants.

If you have a community newsletter, a reuse or waste prevention suggestion in each issue will encourage the practice. Invite tenants to contribute their ideas and be sure to include them. Print newsletters double-sided on recycled stock or better yet, send it out by email.

Encourage tenants to reduce “junk mail.” They can remove themselves from mailing lists by visiting www.stopjunkmail.org or calling 1-800-STOPWASTE for a free junk mail reduction kit. You can also order kits for your entire building and distribute one to each tenant.

Help residents find homes for unwanted items. Furniture, home entertainment equipment, books, clothing and other household items in good condition can be sold or donated for reuse. Encourage tenants to drop off their reusable items at a local reuse organization such as Mission Solano or one of many local thrift stores.

Remind tenants selling or giving away reusable items locally that they can list them on www.craigslist.org or www.freecycle.org (join Solano County FreeCycle group) and that these services are free.

Encourage or organize an annual rummage sale by all the tenants on one day. Then donate the remaining items to charity.

Resources

Solano Garbage Company can provide you with information and printed materials such as brochures, posters and stickers to help start your recycling program. In addition, there may be recycling tote bags, door hangers and stickers available, while supplies last.

We have many printed materials about recycling available FREE as electronic files. Visit www.solanorecycles.com to download sample program announcement letters, sample lease agreements, brochures, door hangers, posters and flyers.

Contact Solano Garbage at (707) 437-8900 to request printed materials while supplies last. For additional information on recycling see the Solano County Recycling Guide at www.recycle.solanocounty.com or visit www.earth911.com.

Hazardous Waste

Proper disposal of toxic chemicals

Many waste materials contain harmful chemicals. They are banned from the landfill, and it is illegal to dispose of them in garbage and recycling containers. Please inform your tenants about how to dispose of these materials properly at the locations listed below.



Household Hazardous Waste (HHW)

Toxic materials, which include many household cleaners and solvents, cannot be placed in the garbage or recycling containers and must be handled separately. Help your residents by letting them know how they can properly manage their HHW.

Household toxics including cleaning supplies, oil-based paint, pesticides, auto, garden and cleaning chemicals, batteries and fluorescent bulbs can be dropped off for free at the Household Hazardous Waste Facility at 2901 Industrial Court, Fairfield. The facility is open the 2nd and 4th Saturday of each month. Drop-off is by appointment only by calling (707) 437-8971.

Batteries, Oil, Paint, Anti-Freeze (BOPA)

BOPA - Batteries, Oil (motor & cooking), Paint (Latex) and Anti-Freeze can be dropped off at the BOPA facility at 2901 Industrial Court from 8 a.m. - 4 p.m. M-F (closed 12 - 1 p.m.) and 9 a.m. - 12 p.m. Saturday. Restrictions: Maximum 5 gallons oil, 5 gallon paint, 3 lbs. household batteries, 3 car batteries per person per month. Oil and anti-freeze must be in a clear, sealed container. Proof of residency is required when dropping off materials.

Electronic waste (e-waste)

Electronic waste must be taken to a licensed facility for proper disposal. It is illegal to put these items in the garbage or recycling dumpsters because they contain heavy metals and other toxic materials.

Post e-waste disposal information including a list of items that are illegal to put in the trash along with local drop-off locations — in a common area and/or distribute it to each tenant.

For a list of licensed facilities visit www.recycle.solanocounty.com.

Solano Garbage Company

Apartment & Condominium RECYCLING

Implementing Mandatory Recycling
in Your Complex

A Step-by-Step Guide for Owners & Managers

