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Multi-family Residential Recycling Guide

Property Owners & Managers



City of Atlanta
Department of
Public Works

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recycling. get into it.



Multi-family Residential Recycling Guide Property Owners & Managers

The Office of Solid Waste Services is responsible for management and regulation of the proper disposal of solid waste and implementation of programs to reduce landfill disposal in the City of Atlanta. In an effort to meet the environmental demands of population growth, the City has established a goal of reaching 90% zero waste with a ~~XX~~% diversion rate by 2020. In order to achieve success, this effort will take participation from everyone.

Per Atlanta City Code Ordinance 130-38: The owners of any multi-family dwelling, including public housing, consisting of six or more living units, or the owners' association of condominiums or townhouses consisting of six or more living units, shall furnish commercial containers for the collection of recyclables, including, at a minimum, the materials the city collects as part of its curbside recycling program, which materials include glass, plastics, newspapers and aluminum cans. The capacity of the containers shall be adequate to hold the recyclable material of residents of the multi-family dwelling and shall be of a size not less than three gallons multiplied by the number of living units.

Owners and associations had until July 1, 2008 to comply with code requirements, after which time the enforcement provisions apply.



Getting Started

A. Set Up Service.

Recycling service to multi-family properties is not provided by the City of Atlanta at this time. Property owners/managers will need to arrange a recycling contract with a waste hauler that provides bins and collection of at least the following recyclables: glass, plastics, newspapers and aluminum cans.

Per the City of Atlanta Code, reporting recycling tonnage is required to be sure that your hauler provides this data. Since recycling diverts commodities from the waste stream you may even be able to save money providing fewer waste containers.

B. Contact your current trash hauler to see what kind of recycling services they offer.

If they don't provide recycling pickups, find a different local provider and discuss your options.

C. Decide which type of recycling program will work best for you and how you will implement it.

Get information from multiple sources to maximize your options on prices and pickups. Containers must be easy for the residents to access and easy for the haulers to unload.

Educate Tenants

To ensure success, residents will need to know what is recyclable, and that all recyclables must be clean, dry, and have lids removed and placed separately. We offer downloadable flyers, templates for adhesive labels and printable poster files in our (multi-family packet). City of Atlanta Recycling publishes an informational article every month in the COA utility bill newsletter. This article is available for inclusion in any newsletters you provide to residents.

A. Develop education plan with the key messages being, "Here's how to recycle," and "It's easy!" Consider flyers, brochures, door to door outreach, posters, presentations at meetings, and/or a letter from management. Your own website would be a great source for sharing information.

B. Launch the recycling program by hosting a cook-out or some type of community event.

This helps notify people of the new service and allows them to ask questions and talk to other residents in a celebratory atmosphere.

Let the recycling begin!

A. Collection Containers

Property owners/managers should make sure recycling bins are clearly marked, and placed next to trash bins. The recycling bin should also have a sticker showing what items are accepted and common contaminants that are not accepted. Consider placing additional bins in high volume areas; such as the mail center.

B. Recycling Evaluation

Your hauler should be able to provide you with the tonnage of materials being diverted from landfills. Share this information with your residents and don't forget to "toot your horn" in promotional pieces.

C. Signage

Property owners/managers should provide permanent signage at collection sites and provide on-going communication and education. Advertise acceptable recyclable items and non-acceptable items. Emphasize that all acceptable recyclables must be clean and dry.

Maintaining a Successful Recycling Program

1. Provide indoor bins and bin stickers.
2. Include recycling information in community newsletters.
3. Discuss the recycling service guidelines at each residential meeting.
4. Enlist support from your residents and identify a recycling captain.
5. Solicit feedback from the residents.
6. Include recycling in the lease agreement.

For more information on recycling, and where to recycle hard-to-recycle items please visit www.atlantaga.gov/recycling.

Guide for What Can & Can Not Be Recycled

ACCEPTABLE ITEMS:

Paper Products

(anything that tears)

Paperback, Hard Cover & Phone Books

Cartonboard such as Cereal Boxes & Shoe Boxes (flattened & remove plastic bags)

Newspaper

Cardboard

Magazines

Junk Mail



Shredded Paper in Clear Plastic Bags

Paper Bags

Wax Coated Cartons

Aluminum Cans

Tin, Steel, Bi-Metal Cans

Lids from Jars & Cans

All Containers Marked with Recycle Codes 1-7, Plastic Caps (separate from container)

Glass Food and Beverage Containers

UNACCEPTABLE ITEMS:

Hazardous Materials

(automotive fluids, paint products, garden chemicals, cleaners and florescent lamps)

Contaminated Food Boxes or Paper (pizza boxes, paper towels, napkins)

Trash

Food

Yard Trimmings

Photos

Foil (trays or plates)

Hangers



Wire

Plastic Bags

Polystyrene

Furniture

Pipes or Wiring

Hoses

Window Glass

Mirrors

Ceramics

Light Bulbs

Clothing

The Department of Public Works Cartlanta Program presents

ATLANTA RECYCLE DAY

**THE 3RD SATURDAY
OF EVERY MONTH**

9am to Noon
The Mall West End
850 Oak St, SW
Atlanta, GA 30310



ELECTRONICS

Provides sustainable solutions for the management of old electronics, minimizing our carbon footprint.



POLYSTYRENE

Promotes sustainability by reprocessing foam; such as packaging materials, peanuts, food trays, egg cartons, and cups.



TIRES

Collect, shred, reclaim scrap tires for smart, sustainable products.



PAPER SHREDDING

Provides secure on-site shredding, protecting customers' privacy and security.



CLOTHING

We are accepting gently used clothes, shoes, belts and bags.



SINGLE-STREAM

Paper products, cardboard, clean bottles and jars with lids removed, wax coated cartons, aluminum, steel (tin) cans, and plastic food containers and bottles 1-7. No paper towels or tissues.



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Recycling 
You Recycle
We Reward **Perks**

ATLANTA RECYCLING EVENTS HELD MONTHLY

For recycling not accepted curbside or for those in multi-family homes that do not have curbside recycling, the following options are available to you.

Keep Atlanta Beautiful

Keep Atlanta Beautiful hosts a community recycling event on the first and second Saturday every month. Electronics, polystyrene, tires, metals, textiles, and paint are accepted. The City of Atlanta provides single-stream recycling at this event.

Buckhead

1st Saturday each month
10:00 am – 3:00 pm
Second-Ponce de Leon Baptist Church
2715 Peachtree Road, NE
Atlanta, GA 30305
(Corner East Wesley and Bulling Road)



KEEP ATLANTA BEAUTIFUL

Old Fourth Ward

2nd Saturday each month
10:00 am – 3:00 pm
Walden School
320 Irwin Street NE
Atlanta, GA 30312
(Intersection J.W. Dobbs and Hilliard Street)



CHaRM

The Center for Hard to Recycle Materials is a non-profit location that collects hard to recycle items such as household hazardous waste and tires in addition to many more items. The center is located at:

1110 Hill Street, Atlanta, GA 30315.
Tuesday, 9:00 am - 4:00 pm
Thursday, 9:00 am - 4:00 pm
Saturday, 8:00 am - 4:00 pm



Recycling for Outdoor & Special Events

All special events are required to adhere to the City's rules and regulations for removal of solid waste from outdoor events.

Composting

The City of Atlanta collects over 30,000 tons of yard and garden material each year. Much of that material can be easily composted at home instead of being sent to the City facility. Composting grass and leaves at home is an easy and inexpensive way to add nutrients to home gardens, bushes, and trees. If you don't want to wait for leaves and grass to turn into compost, use the blend as mulch around trees and bushes and as a topical dressing on flower beds. This will keep the roots cool, improve soil moisture retention, and as the mulch breaks down it will slowly provide nutrients for the plants, bushes and trees.



For more information please contact the Customer Service Center at 311 or www.atl311.com.

You may also send a written information requests to:

City of Atlanta
Department of Public Works
Recycling Program
55 Trinity Avenue, SW
Suite 4800
Atlanta, GA 30303-3531

Why Recycle, and other Frequently Asked Questions.

1. Why Recycle?

There is no better time to offer recycling as part of waste management at multifamily units.

Here's why:

- Residents want to recycle and it is becoming routine to do so. In a few years, it will be an expected service and those without recycling may find themselves at a disadvantage in attracting desirable tenants.
- Single stream recycling makes recycling easy, and it is now widely available for commercial accounts. All materials can be collected in one container, without sorting.
- Reducing trash collection through recycling can save money. The collection of trash is more expensive than recycling.
- Recycling saves resources and energy, and it creates jobs. It is a simple first step to "green" your properties.

2. Is recycling expensive to implement?

It doesn't have to be. Though the fuel, insurance, and salaries to collect recycling are the same as for trash, recycling is less expensive because when it is dropped off at the processor, the hauler is often paid a rebate and there is no tipping fee.

3. What if I don't have room for additional containers?

Talk to multiple providers to determine your options. You may be able to use two smaller dumpsters or use totes. Valet pickup from individual residents may be the best choice.

4. Where can I get educational materials for tenants?

Usually, the hauler you select will have items like posters, handouts, brochures, and other materials to help inform residents.

5. What if some of my tenants don't want to participate in the program?

Although many tenants support and want recycling on the premises, there are some that simply won't recycle. The key to maximizing participation is to make recycling as easy as trash disposal with frequent education reminders.

Troubleshooting Tips

New Move-Ins

High turnover rate is often given as an excuse as to why a building can't recycle, but clear communication can overcome this issue. Education should start before a tenant even moves in!

- Include recycling program information in new tenant orientation including how, what, and where.
- Ask for a commitment card from the tenant pledging that he or she will recycle.
- Consider including recycling as part of the lease agreement. Have the tenant initial a paragraph acknowledging that recycling is available and that they have been given information on how the program works.
- Consider a box collection program that saves boxes for move-outs. If you have room, this is a great first message for the new tenant to receive—that waste reduction is a priority on your properties.

Moving Out

For move-outs, prevent contamination of recycling dumpsters and overflowing trash dumpsters by giving the tenant information on how to handle materials, such as:

- Electronics (refer to www.ecyclestlouis.org for recycling options)
- Furniture and household items (list neighboring thrift stores and/or charitable organizations that will pick items up)
- Clothing (list drop-off locations that accept textiles)



Trash in the Recycling!?!

To help cut down on contamination, make sure to keep collection containers next to each other or within a close distance. Tenants will participate more willingly if the bins are located near each other and are convenient. Provide frequent reminders on accepted and non-accepted items.

Contamination has been considered one of the biggest problems with multifamily recycling. It is difficult to determine who is responsible for the contamination and once a container is contaminated, it inevitably encourages and receives more contaminated items. Nothing can derail a recycling program quicker than excessive contamination.

Hint: At every available opportunity, educate and reinforce the idea that recycling is not trash. A clean stream of recyclables (no trash) is important!

Property Managers Not Here!?!

Oftentimes, property managers oversee several complexes and are not always available on site. Enlist volunteers to help monitor the recycling program and to be the point person for questions from residents. Reward volunteers with a rent reduction, prize, or gift card.

Cleaning & Maintenance Staff

Make sure to pass on information and training to staff regarding the recycling program. Provide an overview of the program with key components. Make sure to educate all new staff about the program when they are hired.

Scavengers

Scavenging for aluminum cans can become a problem. Post signs and reminders that scavenging is against the law and offenders can be fined for it. Other options include locked dumpster doors and surveillance cameras.