



## Best Recycling Practices for Apartment Managers

The support of on-site management plays an important role in a recycling program's success. There are several things that can be done to help make recycling in multifamily complexes convenient and understandable. Setting up convenient carts or bins and educating tenants are essential to the program's success. We recommend the following:

### Convenience:

- Recycling should be just as convenient as taking out the garbage. Add and keep recycling carts in locations that are convenient to tenants and protected from theft. Recycling containers should be located in the same area as the garbage containers so it is easy for tenants to recycle when they take out their waste.
- Place recycling containers in common areas such as in the mail box area and laundry room.

### Capacity:

- Recycling and garbage containers must have enough capacity to hold the materials that accumulate between collection days.
- If your garbage bin is consistently partially empty, contact your service provider to find out about getting a smaller bin. It is often more cost effective to call the service provider for occasional special pick-ups, than to maintain peak capacity year round.

### Labels & Signage:

- Make sure that your garbage and recycling bins are clearly labeled.
- Place posters and signage near the recycling bins and in common areas. Your service provider may be able to help provide signage. (For free signs, download them at <http://www.msa2.saccounty.net/swa/multifamily/Pages/Multi-FamilyRecyclingsamplesigns.aspx>)

### Education:

- Provide recycling information to your tenants at least once per month and to all new residents when they move in.
- Add a monthly recycling article and recycling symbols to your newsletters.

### Common Issues:

- **Bulky waste:** Frequent tenant moves may generate large amounts of bulky goods (such as furniture, appliances and mattresses) and other reusable items. Several local non-profits and charities will accept these items and many will even pick them up.
- **Electronics:** For disposal of electronic waste (such as televisions, computers, monitors and other electronic goods) consult your service provider or your local city/county recycling program. Many electronic items can be donated for **reuse**. Broken and obsolete items can be **salvaged or recycled**. See the [www.sacgreenteam.com](http://www.sacgreenteam.com) website (How do I

Recycle...) for more information on how to recycle and donate both Bulky Waste and Electronics.

- **Used Motor Oil and Oil Filters:** Used motor oil and oil filters can be dropped-off at a certified collection center or at a local Household Hazardous Waste facility. For a list of Certified Collection Centers, please visit <http://www.calrecycle.ca.gov/UsedOil/Centers/> . HHW facility locations are listed below.
- **Household Hazardous Wastes (HHW):** HHW encompasses a wide range of materials such as paint, solvents, pesticides, drain cleaners or any product that contains potentially harmful or dangerous chemicals. These products should never be poured down the drain or put in the garbage. Dispose of these materials by taking them to one of the City and County's two Household Hazardous Waste facilities. Please call the facilities in advance for hours of operation.

North Area Recovery Station, 4450 Roseville Road, North Highlands (916) 875-5555

Sacramento Recycling and Transfer Station, 8491 Fruitridge, Sacramento (916) 379-0500

### **Additional Ideas:**

- **Share tables:** Some complexes set up 'share tables' where people can leave behind unwanted goods and exchange them for others. Share tables should be regularly monitored by a volunteer or staff person. Lingering items should be donated to local charity on a regular basis.
- **Apartment wide garage sale:** Some apartment complexes have found that hosting a swap meet at the apartment complex is a great way to exchange unwanted items and also meet more neighbors.

### **Resources:**

- County of Sacramento Environmental Management Department Recycling Team (916) 875-8550
- [www.emd.saccounty.net](http://www.emd.saccounty.net)
- [www.sacramentoswa.com](http://www.sacramentoswa.com)
- [www.sacgreenteam.com](http://www.sacgreenteam.com)
- [www.calrecycle.ca.gov](http://www.calrecycle.ca.gov)