

WE RECYCLE! • ¡RECICLAMOS!

Talking Trash

A Recycling & Waste Reduction Guidebook for
Multifamily Property Owners & Managers



—Multifamily—
RECYCLING PROGRAM

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The Multifamily Recycling Program

We can assist managers and property owners interested in starting an on-site recycling program or expanding an existing system. This is a **FREE** service.

What is a Multifamily Community?

units including:
Any property with a minimum of five residential

- Apartments
- Retirement & Senior Housing
- RV & Mobile Home Parks
- Condominiums
- Townhomes



A recycling program that works

As part of the management staff, you are crucial to a successful on-site recycling program. Your residents will increase their recycling knowledge from the materials and guidance you provide and by following your recycling footsteps.



Three essentials:

1. Convenient and well-labeled recycling containers near every garbage container.
2. Clear and informative recycling materials for all residents.
3. Management staff that exhibit and encourage good recycling behaviors.

How can the Multifamily Recycling Program help?

We can offer assistance with your on-site recycling program:

- Conduct an on-site waste assessment to provide recommendations for waste reduction opportunities
- Provide a variety of bilingual (English & Spanish) materials including signs, container decals, recycling reminders, and informational brochures
- Participate in community events & presentations



Why Recycle?

Recycling conserves valuable natural resources and energy, helps to maintain clean air, water, and soil, and creates local jobs. When items are recycled, they are made into new products and are used again. When we throw recyclables in the garbage, we miss the opportunity to create new products from readily available materials.

Recycle. Reduce.

For your multifamily community, increased recycling participation could result in reduced garbage service costs. To reduce these costs, you must reduce the size or number of on-site garbage containers, or the frequency of garbage pick-up.



Starting a Recycling Program

10 simple steps for developing a successful on-site recycling program:

1. Be a motivated manager

that is dedicated to having a successful recycling program.



2. Assess the layout

of the facility for available space to locate outdoor or indoor collection containers. Create a plan for the number and size of on-site collection containers you will need. Make space for a recycling container near every garbage. (Doing so can be crucial to the success of your recycling program!) You can also schedule a free on-site waste assessment by a Waste Reduction Specialist or conduct your own (see page 12).

3. Call your hauler

to gather information on the size and type of containers they have available. If you are within an urban growth boundary, your hauler can provide mixed recycling containers and pick-up service at no additional cost to your current garbage service. At your request, haulers can also provide glass collection containers and pick-up service as well. Recycling and garbage collection days will vary by hauler and location. Determine the size and number of containers that will work best for your community and request these from your hauler.

4. Display quality signage

in the recycling areas and on collection containers (see page 5).



5. Provide recycling info

to all residents alerting them to the on-site recycling containers, why they should use them, and how to do so properly. You could also **organize a community event** to promote your new or improved recycling program. Host a potluck or community presentation to inform residents of recycling opportunities.

6. Monitor your program

successes, problems, and contamination issues. Be flexible and make adjustments as necessary.



7. Encourage your residents

to recycle. Distribute recycling reminders twice a year, particularly during the holiday season, and as your program changes.

8. Educate new residents

upon move-in of recycling opportunities. Provide recycling brochures with their move-in paperwork. You can also have new residents sign a recycling contract (see page 14).

9. Provide guidance

upon move-out to residents about proper disposal and donation opportunities in the local community.

10. Sign the Pledge

and let your residents know of your commitment to providing on-site recycling opportunities (see page 13). Pledged participants of the Multifamily Recycling Program may be featured on the program website and in select program advertisements.

Marion County residents generate about 2,600 lbs. per person of garbage, recycling & composting each year.

- Oregon DEQ, 2011



Checklist

Encourage

- ⇒ Recycling containers near each garbage collection area
- ⇒ Multiple recycling areas if complex is spread out
- ⇒ Visible location(s) with appropriate container decals and recycling posters
- ⇒ 24-hour accessibility for all residents
- ⇒ Accessibility for hauler on pick-up days
- ⇒ Using areas previously used by residents for recycling

Avoid

- ⊘ Obstacles to opening or moving containers
- ⊘ Steep slopes or steps between recycling areas and collection vehicle access
- ⊘ Areas with gravel or curbs that create problems for haulers
- ⊘ Close proximity to unit doors and windows
- ⊘ Interference with plants and landscaping
- ⊘ Areas too close to vehicle traffic, bike lanes, and walking paths
- ⊘ Areas too isolated or with poor lighting
- ⊘ Locations too accessible for non-residents

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Tips for Success

What are other managers doing to maintain a successful on-site recycling program?

Be adaptable

One community isn't going to behave exactly the same as another. Flexibility in your approach to recycling for each community is going to be important for each success.

Work with your hauler

Get to know the people that handle your solid waste. Cooperation and communication is needed for things to run as smoothly as possible.

Educate new residents

Every time a new resident moves into the community, inform them of the recycling opportunities on-site and provide educational materials about what is and what is not recyclable. Give new residents a tour of the recycling area(s). Encourage them to ask questions. Don't assume new residents will know what a recycling container is for or how to use it!



Provide reminders

It cannot be stressed enough how important it is for you to remind your residents that responsible recycling behaviors are valued at your community. Your residents need to hear from you or they won't know what you expect of them. With every newsletter or community notice, remind your residents that you care about your community and why recycling is important.

Maintain depot areas

Keep disposal areas accessible, clean, and safe. Update worn and faded signs as needed. Immediately deal with issues of illegal dumping and contamination to discourage similar behaviors from other residents.

Reward residents

Make an extra effort to thank the residents that are respectful and helpful in your community. Your praise can go a long way in reinforcing responsible recycling behaviors.



Keep it relevant

What is and what is not recyclable for mixed recycling is always changing and expanding. Stay in-the-know about changes to local recycling programs and inform your residents as needed.

Target contamination!

Contamination will happen. Monitor and maintain recycling areas regularly to minimize contamination. Alert residents in newsletters or fliers about ongoing contamination issues, or post signs as needed. Don't just say "No this, no that." Remind residents that contamination is a problem because it can make the entire load no longer recyclable. If contamination is a chronic problem despite education, consider developing creative solutions for your particular issue:

- Expand your on-site recycling area to include separate recycling containers for plastic bags or glass in an effort to keep these contaminants out of the mixed recycling containers. Your hauler may be able to provide pick-up service for glass; plastic bags will need to be delivered to the nearest collection site (see page 9).
- Ask your hauler to deliver recycling containers that "lock" so bags of garbage cannot be tossed inside.
- Ask your residents to sign a "Recycling Contract" that says if they are going to use the recycling containers, they will do so properly (see page 14).

Who is your hauler?

Find your hauler using an address and zip code.

Call the Recycle Hotline at 503-390-4900 or visit <http://gis.co.marion.or.us/Haulers/Haulers.aspx>

Franchised Haulers of Marion County

Hauler	Address	Phone
Allied Waste of Marion County www.disposal.com	2215 N. Front St. Woodburn, OR 97071	1-877-981-1278
Allied Waste of Salem www.disposal.com	1890 16th. Ave. SE Salem, OR 97302	503-363-8890
D & O Garbage Service	1140 Boone Rd. SE Salem, OR 97302	503-363-7923
Loren's Sanitation Service www.lorenssanitation.com	1141 Chemawa Rd. N. Salem, OR 97303	503-393-2262
North Marion Recycling & Disposal	1141 Chemawa Rd. N. Salem, OR 97303	503-463-1831
Pacific Sanitation	3475 Blossom Dr. NE Salem, OR 97305	503-393-1031
Suburban Garbage Service www.suburbangarbage.com	6075 State St. Salem, OR 97301	503-362-4949
Valley Recycling & Disposal	2515 Salem/Dallas Hwy. Salem, OR 97304	503-585-4300



Free on-site recycling options

All haulers will provide collection containers and service for:

- Garbage,
- Recycling,
- Yard Debris,
- Mixed Organics (yard debris and food waste, see page 7), and Junk Hauling.

Your hauler will provide the collection containers. The type, size, and color of the containers will vary depending on your particular hauler. Costs and availability of services depend on the location address. Increasing the amount of recycling collected will reduce your garbage service costs if you are able to reduce the size or number of on-site garbage containers.

Garbage generated in Marion County goes to a waste-to-energy incinerator in Brooks, Oregon that turns trash into electricity.

Incinerating 10,000 tons of waste creates one job;
landfilling 10,000 tons of waste creates six jobs;
recycling 10,000 tons of waste creates 36 jobs.

-EPA, "Resource Conservation Challenge: Campaigning Against Waste," EPA 530-F-02-033, 2002





The goal of the Multifamily Recycling Program is to make recycling easy for you and your residents.



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Recycling Program Resources

The signs and stickers below are available for **FREE**. Please indicate how many you need in the space below.

We Recycle!

sign or container decal

8.5" x 11" _____

11" x 17" _____



Sticker Decals

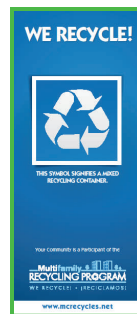
For indoor or outdoor containers

7.5" x 7.5"



Sticker Decals

8.5" x 11"



We Recycle Brochure

3.5" x 8.5"



Moving Out Brochure

5.5" x 8.5"



Mix Recycling Poster

17" x 11"

Eng _____

Eng _____

Span _____

Span _____

On-site Recycling Guide

When requested, haulers will provide pick-up service for mixed recycling (paper, metal, plastic), cardboard, container glass, and household batteries at no additional cost to garbage service.

Mixed Recycling

Paper

Cardboard, office paper, scrap paper, junk mail, newspaper, magazines, egg cartons, phone books, gift wrap, grey-board, & cereal boxes.

Flatten all boxes. Must be dry and clean with no food residue.

- ⊘ **No photographs, milk or juice cartons, food contaminated paper, greasy pizza boxes, or frozen food boxes.**



Metal

Aluminum & tin cans, bottle caps, jar lids, aluminum foil, empty aerosol cans, & scrap metal.

All metal should be clean (no food), smaller than 18" and less than 10 lbs.

- ⊘ **No sharps or syringes, electronics, or appliances.**



Plastic

Bottles, tubs, jugs, buckets, & other hard rigid containers.

All recyclable plastic containers must be numbered 1 through 7.



- ⊘ **No plastic bags of any kind, caps or lids, Styrofoam, hazardous materials containers, motor oil containers, glass, or toys. Remove any metal.**



Marion County is the recycling leader of Oregon with a materials recovery rate of 60.8% in 2011

- Oregon DEQ, 2011

Mixed Recycling CONTAMINANTS

- ⊘ **Plastic Bags**
- ⊘ **Glass**
- ⊘ **Styrofoam**
- ⊘ **Garbage**
- ⊘ **Medical Waste**
- ⊘ **Food Residue**

Contaminants are any materials that are placed in the wrong collection container. These contaminants are particularly bad because they



can pose a hazard to waste disposal workers and they significantly decrease the value of the materials in the recycling market. When contaminants are in the mixed recycling, the hauler may refuse to accept the contents of the container.



Does your community have a high turn-over rate?

You could consider developing a reuse program for packing boxes for when a resident moves out. Or you could ask your hauler about providing a recycling container for cardboard only. This could help reduce the volume of bulky cardboard that ends up in the garbage dumpster or mixed recycling containers.

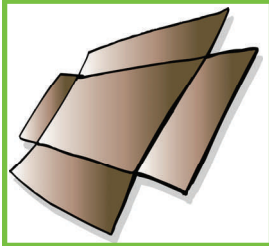
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On-site Recycling Guide

When requested, haulers will provide pick-up service for mixed recycling (paper, metal, plastic), cardboard, container glass, and household batteries at no additional cost to garbage service.

Cardboard



Corrugated cardboard can be recycled with the mixed recycling. For communities with a lot of cardboard to dispose of, some haulers can provide a container meant for recycling corrugated cardboard only. Flatten all boxes.

Glass



Clear and colored glass containers such as jars and bottles must be collected separately from mixed recycling. Remove all corks, caps, and lids. Paper labels are ok. Verify with your hauler if glass needs to be separated by color.

∅ **No broken glass, window glass, light bulbs, dishware, Pyrex, etc.**

Household Batteries



Alkaline, rechargeable, and button cell batteries can be collected in a small bin provided by your hauler. Batteries must be contained within a zip-locked bag.

∅ **No auto or lead-acid batteries**

Yard Debris*

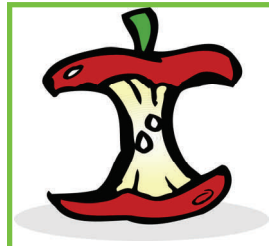


Plant organics such as leaves, lawn clippings, yard prunings, pine needles, floral trimmings, weeds, and fruit and vegetable scraps can be placed in the yard debris container provided by your hauler for composting.

If it grows it goes!

∅ **No plastic bags or pet waste.**

Mixed Organics*



For cities with food waste composting, the mixed organics bin (in addition to the materials listed for yard debris) is used for all compostable & edible organics including cooked and raw fruit, vegetables, meat, poultry, seafood, bones, rice, beans, pasta, bakery items, cheese, eggshells, napkins, paper towels, uncoated paper plates, tea bags, coffee grounds and coffee filters.

∅ **No plastic coated paper, liquids, grease, oil, plastic bags, pet waste, Styrofoam, or garbage.**

∅ **No plastic coated paper, liquids, grease, oil, plastic bags, pet waste, Styrofoam, or garbage.**

* For an additional fee, your hauler can provide containers and pick-up service for yard debris or mixed organics.

Many options are available for collected on-site recycling.



You must first contact your hauler about pick-up service options and fees.

⇒ Liquids, Batteries, & Glass - Oh my!

Individual residents can have small bins provided by your hauler for recycling glass, batteries, cooking oil, antifreeze, motor oil, and latex paint. The individuals are responsible for the content of their bins and putting them out for pick-up on collection days. Liquids must be contained in a tightly capped container.

⇒ Electronics

Electronics (such as televisions, computers, monitors, and laptops) **cannot** be disposed of in the garbage or mixed recycling containers.

⇒ Christmas trees

Trees can be recycled and composted. Trees must be free of ornaments and tinsel. Flocked trees are ok. Arrange a pick-up date with your hauler.

Responsible Disposal Guide

Many of the following items can also be recycled (for free) or disposed of (for a fee) at:
Salem-Keizer Recycling & Transfer Station **North Marion Recycling & Transfer Station**
 Salem, 503-588-5169 Woodburn, 503-981-4117

Call for more information, including hours, material preparation, and fees.

Appliances*

**Habitat for Humanity
ReStore**

Salem, 503-364-6642
 Mt Angel, 503-845-2434

St. Vincent De Paul Store
 Salem, 503-364-3210

Accept appliances in good, usable condition. For large quantities, pick-up is available in the Salem-Keizer area free of charge. Call for specifics.



Batteries - Lead Acid

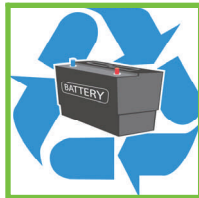
Vehicle or wet cell

Batteries Northwest
 Salem, 503-362-2684

Auto, household and cell phone batteries. Call for specifics.

Stores that sell car batteries

Most stores that sell car batteries will take them back for recycling.



Batteries*

Sizes AAAA through D and 9-volt cells; button cells; rechargeable NiCd, NiMH, & Lithium Ion batteries.

**Fred Meyer, Wilco,
& Rite Aid Stores**

Contact your local store for details.



Battery Exchange Salem, 503-371-8211

Batteries Northwest Salem, 503-362-2684

Batteries Plus Salem, 503-581-4890

Drop off on-site in battery recycling container.

Cellular Phones

**Salem-Keizer Recycling
& Transfer Station**

Salem, 503-588-5169

**North Marion Recycling
& Transfer Station**

Woodburn, 503-981-4117

Phones are resold and the proceeds help Marion County schools' recycling programs.



Construction Debris

Brown's Island Demolition Site

Salem, 503-588-5169

Accepts inert materials such as dry wall, brick, asphalt, window glass & plaster at \$10.15 per cubic yard.

Electronics* °

Computers, CRT and flat screen monitors, laptops, & televisions

**Garten Services Recycling
Center** Salem, 503-581-4472

Accepts all computer components including printers and keyboards & most other electronics including copy machines, microwaves, & stereos. Call for service and pick-up details.

Goodwill Industries Salem, 503-375-0335

All computer equipment in any shape is accepted. Drop off your electronics at any Goodwill store or satellite donation site.



Fluorescent Lights

**Salem-Keizer Recycling
& Transfer Station**

Salem, 503-588-5169

Lamp types accepted: fluorescent tubes, compact fluorescent bulbs, mercury, high-intensity discharge (HID), high/low pressure sodium, and metal halide. Limit is 10 per day.



Home Depot Stores

Accept compact fluorescent lights only (not the tubes, etc.). Call store for specifics.

Glass*

Jars & bottles

Collection Service

Call your hauler for pick-up options or for nearest recycling depot. Glass may need to be sorted by color (clear, brown, green & blue).



Hazardous Materials & Chemicals

**Marion County Household
Hazardous Waste Facility**

Salem, 1-800-444-4244

At the Salem-Keizer Recycling and Transfer Station. Open Thursdays and the 1st and 3rd Saturday of the month from 8-3:30. Call for material preparation details. Accept antifreeze, oil-based paint, household cleaners, pesticides, weed killer, pool chemicals, etc.



Electronics contain hazardous substances such as lead, cadmium and mercury that can harm our health and environment.

DEQ's website 2013.

Consumer electronics constitute 40 percent of the lead found in landfills. °

-Silicon Valley Toxics Coalition, "Fourth Annual Computer Report Card," January 9, 2003

In Oregon, it is illegal to dispose of certain electronics (including computers, TVs, laptops, and monitors) in the garbage. These must be recycled at an appropriate facility or there could be a \$500 fine issued for each item put in the garbage.

* Many types of materials and other bulky unwanted items can be picked up on-site by your hauler for recycling or disposal. A service fee may apply. Contact your hauler for more information.

For items not listed here, visit apps.co.marion.or.us/recycle

Recycle Hotline 503-390-4000 • Marion County Public Works 503-588-5169 • www.mcrecycles.net



Most bottles of jars contain at least 35% recycled glass. Glass never wears out - it can be recycled forever.

Jerry Powell, editor of Resource Recycling Magazine, 1996. Also, National Recovery Rate for 1993-GPI.

Recycling just two gallons of used oil can generate enough electricity to run the average household for almost 24 hours.

-American Petroleum Institute; Environmental Protection Agency, "Municipal Solid Waste, Oil," Last Updated, May, 17, 2005

Reusable items

Consider donation as an option. For a list of thrift stores and charities in Marion County visit:

mcrecycles.net



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Responsible Disposal Guide

Many of the following items can also be recycled (for free) or disposed of (for a fee) at:
Salem-Keizer Recycling & Transfer Station Salem, 503-588-5169
North Marion Recycling & Transfer Station Woodburn, 503-981-4117

Call for more information, including hours, material preparation, and fees.

Mattresses & Furniture*

Habitat for Humanity ReStore
 Salem, 503-364-6642
 Mt Angel, 503-845-2434
St. Vincent De Paul Store
 Salem, 503-364-3210

Items must be in good, usable condition. For large quantities, pick-up is available in the Salem-Keizer area free of charge.

Metal Scrap*

Collection Service
 Small scrap metal (less than 18 inches or 10 lbs.) can be recycled in the mixed recycling container. Contact your hauler for pick-up options for larger items.



Cherry City Metals Salem, 503-588-0721
Western Recycling Salem, 503-378-7300
Clayton-Ward Recycling Salem, 503-393-8700
 Call for more information.

Motor Oil*

Collection Service
 Call your hauler for information about pick-up or for the nearest recycling depot.



Packing Peanuts

Many packing/shipping companies will take packing peanuts. Check phonebook listings under Shipping Services and Mailboxes.

Paint*

Latex, acrylic, or oil-based
Collection Service
 Call your hauler for pick-up options or for location of nearest recycling depot.



Plastic Bags

Grocery Stores
 Most grocery stores provide recycling bins inside their stores. Call your nearest store for details.



Styrofoam Blocks

Fresh Start Market & Espresso
 Salem, 503-585-4956

Accept clean styrofoam blocks (no stickers or tape).

⊘ **Plastic foam meat trays, egg cartons & takeout containers are no longer accepted.**



Tires

Les Schwab Tires: Call for fees.



Wood

Compost Oregon

Aumsville, 503-749-3117
 Accepts treated and untreated wood. Fee \$30.00 per ton.

Clayton-Ward Recycling Salem, 503-393-8700

Accepts pressure treated wood for \$.02/lb. \$5.00 minimum charge. Call for specifics.



Yard Debris*

Branches, leaves, grass clippings, holiday trees, & other organics

Collection Service

Small quantities of mixed organics can be collected by your hauler for a fee. Contact your hauler about large quantities.

Compost Oregon

Aumsville, 503-749-3117

Fee: Yard debris - \$40.00 per ton- minimum charge \$8; Sod - \$30.00 per ton; Stumps bigger than 2" in diameter at cut end: - \$50.00 per ton.



Clayton-Ward Recycling

Salem, 503-393-8700

Accepts brush and stumps. Call for specifics.

* Many types of materials and other bulky unwanted items can be picked up on-site by your hauler for recycling or disposal. A service fee may apply. Contact your hauler for more information.

For items not listed here, visit apps.co.marion.or.us/recycle

Recycle Hotline 503-390-4000 • Marion County Public Works 503-588-5169 • www.mcrecycles.net

Glossary

How the waste-wise managers talk trash.



collection container - a container provided by and regularly emptied by a garbage or recycling hauler

compost - result of decomposing organic material such as vegetables, fruit, grass clippings, leaves, and other plant matter, i.e. *If it grows, it goes!*

container glass - glass bottles and jars

contaminant - a material that does not belong in a collection container; i.e. plastic bags in the mixed recycling are "contaminants"

cubic yard - measurement of volume that means a unit of space that is 1 yard in length by 1 yard in width by 1 yard in height

decals - a sticker label or poster to adhere directly onto an object, such as a collection container

dumpster - a large solid waste or household garbage container

e-waste - electronic waste such as computers, laptops, Cathode Ray Tube (CRT) and flatscreen monitors, televisions; sometimes can mean anything with an electrical cord

fluorescent light - a type of light bulb that has mercury (Hg), much more energy efficient than standard incandescent bulbs

food waste - any edible material or food soiled paper including cooked and raw fruit, vegetables, meat, poultry, seafood, bones, rice, beans, pasta, bakery items, cheese, eggshells, napkins, paper towels, uncoated paper plates, tea bags, coffee grounds and coffee filters

greyboard - thick paper; i.e. cereal or dry food packaging boxes

hauler - the franchised company that provides pick-up service of garbage, recyclables, mixed organics, and junk hauling in a given area

hazardous waste - materials that can not be disposed of in the garbage or recycling & should be brought to the Household Hazardous Waste (HHW) Facility for proper disposal

mercury - toxic or hazardous element that must be specially handled and disposed of; Abbreviated

as "Hg"

mixed organics - all organic material that can be composted in a commercial facility including yard debris and all food waste

motivated manager - a manager that will be proactive in getting something started and done; essential to a successful multifamily recycling program

plastic bags - a film plastic, usually resin #4 LDPE; a contaminant in the mixed recycling because they cause machinery failures in recycling recovery facilities

pledge - a declaration of promise

recyclable - materials that can be recycled

recycle - to deconstruct an item into its material form and repurpose it into a new item; a much more energy demanding process than reuse

reduce - consuming less or decreasing use

resident - a tenant or renter; a potential recycler

resin - plastic molecule type, usually numbered 1 through 7 (#1 PETE and #2 HDPE are the most commonly recycled)

reuse - to use an intact material multiple times as intended or for a different purpose

roll cart - 60 or 90 gallon disposal container made of plastic that has two wheels for easy moving

scrap metal - pieces of clean (no contaminant) metal such as aluminum, steel, or copper

Styrofoam - #6 polystyrene (PS) foam plastic; often used for electronics packaging or to-go food containers

waste-to-energy - a facility that burns garbage and converts it into usable energy

yard debris - organic material that can be commercially composted including grass clippings, leaves, yard prunings, flowers, and garden, fruit and vegetable scraps

The average aluminum can contains 40 percent post-consumer recycled aluminum.

-Environmental Protection Agency, Last updated, May 2005

The average lifespan for a common PC manufactured in 2005 is estimated to be two years.

-National Safety Council, "Electronic Product Recovery and Recycling Baseline Report: Recycling of Selected Electronic Products in the United States," May 1999

Talking Trash

Manager Resources

The Multifamily Recycling Program

Get the 411 on why, when, where & how to reduce waste in Marion County.

Call **503-588-5169**

Fax **503-588-7970**

Visit mcrecycles.net

Email multifamily@co.marion.or.us

Master Recycler

Learn all about recycling and waste management within Marion County in an 8-week course.

Call **503-588-5169**

Visit mcrecycles.net

Email environmentalservices@co.marion.or.us

Recycle Hotline

Get information about recycling options and waste collection from the Mid-Valley Garbage & Recycling Association.

Call **503-390-4900**

Visit mrtrashrecycles.com

EarthWISE

A free environmental assistance program offered to all businesses in Marion County.

Call **503-365-3188**

Email earthwise@co.marion.or.us



The Multifamily Recycling Program started in 2007. A study, led by two AmeriCorps Members, evaluated the most effective materials for getting residents of apartment complexes to recycle. Call 503-588-5169 to request a copy of the study.

Multifamily
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Marion County Public Works
Environmental Services
5155 Silverton Rd. NE
Salem, OR 97305

Recycling & Waste Assessment

for Multifamily Communities

Community Information:

Date of Assessment:		Assessor Name:			
Community Name:				# Units:	
MFC type:	Apartment Complex	Retirement & Senior Housing	Condominiums	Townhomes	RV & Mobile Home Park
Community address:					
Site contact / Manager:				On-site	Off-site
Mailing address:					
Phone:			Email:		
Property Management Company:			Contact:		
Phone:			Email:		
% non-English speakers:	Spoken languages:				

Recycling:

Total # of mixed recycling containers:	Container types/sizes:				# of recycling collection areas?
Circle if these recyclables are collected on-site (separate from mixed recycling):	Glass	Corrugated cardboard	Yard debris/Organics	Batteries	Newspaper
	Office paper	Reuse / "Free Pile"	Deposit bottles/cans	Motor oil	Cooking oil
	Plastic bags	Styrofoam	Electronics	Fluorescent lights	Other:
Describe how alternative recycling opportunities are managed:					
Are recycling containers located near each garbage container?					
Are recycling posters near every recycling container?					
Are new residents informed about on-site recycling opportunities?					
Are residents reminded to recycle throughout the year?					
Does anyone regularly monitor or "tidy up" the garbage/recycling area(s)? Who?					



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Hauler:

Company:	Phone:
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Garbage:

Total # of garbage collection containers:	Container types/sizes:	# of garbage collection areas?
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Materials: What materials would help you and your residents recycle? (Circle all that apply)

Talking Trash, recycling guidebook for managers	Mixed recycling info brochures	Brochure inserts for on-site alternative recycling options	Alternative on-site recycling posters/signs	Mixed recycling posters	Recycling container sticker decals
Indoor mixed recycling posters	Newsletter articles	Refrigerator magnets with recycling info	Doorknob recycling reminder flier	Move-in recycling info	Move-out recycling info
Holiday waste reduction reminder	Summer waste reduction reminder	DVD on how to recycle and why it's important	Other:		

Multifamily Recycling Program Community Pledge

The management staff of this community pledge to...

- monitor and maintain our recycling and garbage depots,
- offer encouragement and guidance to our current residents,
- and introduce our recycling system to new residents.

Name: _____ Sign: _____ Date: _____

Thank you for joining our Multifamily Recycling Program!

Pledged participants of the Multifamily Recycling Program may be featured on the Multifamily Recycling Program website and in select program advertisements.

Return a copy to:

Marion County Public Works
Multifamily Recycling Program
5155 Silverton Rd. NE
Salem, OR 97305

Fax: (503) 588-7970



Notice of Community Recycling Procedures

Community Name: _____ Date: _____

Site Manager: _____ Phone: _____

Resident name(s): _____

Address: _____ City, State: _____ Unit #: _____

Dear Resident(s):

The community in which you live participates in the Multifamily Recycling Program with Marion County Public Works - Environmental Services. As part of this program, facility management, in cooperation with our garbage hauler, provide mixed recycling containers on the property for use by our residents. To ensure that the recycled material remains a quality product, the property manager(s) has agreed to monitor and maintain the recycling and garbage areas and help educate residents about how to recycle. To be successful with this program, it is important that residents know how to recycle properly.

Your participation is voluntary, but necessary for the program to be successful. You can choose not to participate, and so do not have to use the recycling receptacle(s) on-site. However, if you choose to participate and use the recycling containers provided on-site, you must know the following:

- Garbage cannot be placed in any containers labeled for recycling.
- The materials recycled on-site may not include all materials considered to be recyclable in Marion County. These materials may be collected at a local neighborhood collection site. Ask the complex manager where the nearest off-site recycling depot is located.
- Materials must be cleaned, prepared, and separated as required by the local recycling hauler.
- Haulers accept the following items in the mixed recycling containers: newspaper, magazines, paper, cardboard, grey-board, tin cans, aluminum, plastic containers and bottles (labeled #1-7), and small scrap metal.
- These items are not to be placed in the mixed recycling containers: garbage, hazardous material, glass, plastic lids/caps, plastic bags (although these can be recycled at many local stores), styrofoam, or packing peanuts.
- If glass is accepted at your community, please place only clean glass bottles and jars in the container marked for glass recycling. Glass does not belong in any mixed recycling container(s). Broken glass, light bulbs, flower vases, dishware, Pyrex, ceramics, ovenware, mirrors, windows, and any other non-container glass cannot be recycled.
- Haulers may refuse to accept all contents within the recycling containers if it is contaminated with non-recyclables or garbage.
- Residents are responsible for disposing of hazardous waste materials at the proper waste handling facility. This includes, but is not limited to: medical waste (sharps), motor oil, antifreeze, latex and oil based paint, pesticides, poisons, corrosive chemicals and cleaners, and fluorescent light bulbs.
- If children take out the trash and recycling, be sure they understand which containers to use.
- Know that it is now illegal to dispose of certain electronics in the garbage or in the mixed recycling (computers, televisions, laptops, and monitors) and these must be recycled at an appropriate facility. Fines could be up to \$500 per item.

If the on-site garbage and recycling areas are in need of attention or maintenance, please contact the site manager.

A brochure from the local recycling hauler or Marion County Public Works explaining the materials recyclable at your community should be attached to this notice.

Signature of all occupants/tenants 18 years of age and older:

Print Name: _____ Sign: _____ Date: _____

Print Name: _____ Sign: _____ Date: _____

Print Name: _____ Sign: _____ Date: _____

Print Name: _____ Sign: _____ Date: _____

Print Name: _____ Sign: _____ Date: _____

Thank you for recycling!



Aviso sobre procedimientos de reciclaje comunitario

Nombre de la comunidad: _____ Fecha: _____

Administrador del sitio: _____ Teléfono: _____

Nombre(s) del/de los residente(s): _____

Dirección: _____ Ciudad, estado: _____ Unidad No.: _____

Estimado(s) Residente(s):

La comunidad donde usted vive participa en el Programa de Reciclaje Multifamiliar (Multifamily Recycling Program) con el Condado de Marion (Marion County Public Works – Environmental Services). Como parte de este programa, la administración de dicho sitio, en colaboración con nuestro recolector de basura, ofrecen contenedores de reciclaje mixto en la propiedad para que utilicen nuestros residentes. Para garantizar que el material reciclado continúe siendo un producto de calidad, los administradores de propiedades han accedido a controlar y mantener las áreas de reciclaje y basura y ayudar a instruir a los residentes acerca de cómo reciclar. Para que este programa sea exitoso, es importante que los residentes sepan cómo reciclar adecuadamente.

Su participación es voluntaria, pero es necesaria para que el programa sea un éxito. Puede decidir no participar, por lo que no tendrá que utilizar los recipientes de reciclaje. Sin embargo, si decide participar y utilizar los recipientes de reciclaje que se ofrecen, debe saber lo siguiente:

- La basura no debe ser depositada en los contenedores marcados como de reciclaje.
- Los materiales que se reciclen en dicho sitio quizás no incluyan todos los materiales considerados como reciclables en el Condado Marion. Estos materiales se pueden recolectar en un centro de reciclaje local. Pregúntele a su administrador la dirección del sitio de recolección local de tales materiales.
- Los materiales deben estar limpios, preparados y separados de acuerdo a lo establecido por la compañía recolectora.
- Los recolectores aceptan los siguientes artículos en los recipientes de reciclaje mixto: periódicos, revistas, papeles, cartones, cartones de color gris, latas, aluminio, recipientes plásticos y botellas (enumerados del 1 - 7) y pequeños restos de metal.
- Los siguientes artículos no se deben colocar en los recipientes de reciclaje mixto: basura, materiales peligrosos, vidrio, tapas de plástico, bolsas de plástico (aunque éstas se pueden reciclar en muchas tiendas locales), espuma de poliestireno y bolitas de poliestireno.
- Si en su comunidad se acepta el vidrio, coloque sólo botellas y botes de vidrio limpios en el recipiente para reciclar vidrio. El vidrio no debe colocarse en ningún recipiente de reciclaje mixto. Los vidrios rotos, bombillas, floreros, vajilla, Pyrex (utensilios de cocina resistentes a altas temperaturas), cerámicos, utensilios para horno, espejos, ventanas y cualquier otro vidrio que no vaya en el recipiente, no se puede reciclar.
- La compañía recolectora de basura puede rehusarse a aceptar todo los productos depositados en los contenedores si están contaminados con basura o productos no reciclables..
- Los residentes son los responsables de deshacerse de materiales y desechos peligrosos en el establecimiento apropiado para dichos desperdicios. Esto incluye, pero no se limita a: desperdicios médicos (materiales punzantes), aceite de motor, anticongelante, pintura látex y al aceite, pesticidas, venenos, químicos corrosivos, limpiadores y bombillas de luz fluorescente.
- Si los niños sacan la basura y el reciclaje, asegúrese de que comprendan qué recipientes utilizar.
- Sepa que ahora es ilegal arrojar ciertos aparatos electrónicos en la basura o en el reciclaje mixto (computadoras, televisores, computadoras portátiles y monitores) y éstos se deben reciclar en el establecimiento apropiado. Las multas pueden llegar a los \$500 por artículo.

Junto con este aviso encontrará un folleto del recolector local de basura o del Condado de Marion (Marion County Public Works – Environmental Services) donde se explicará los materiales reciclables en su comunidad.

Firma de todos los ocupantes o inquilinos de 18 años o mayores.

Nombre: _____ Fecha: _____

Nombre: _____ Fecha: _____

Nombre: _____ Fecha: _____

Nombre: _____ Fecha: _____

¡Gracias por reciclar!

