

CITY OF ORILLIA



APARTMENT RECYCLING HANDBOOK

For Superintendents & Property
Managers

Revised 2010
Public Works Department
Solid Waste Management Division
Call 325-3522

TABLE OF CONTENTS

INTRODUCTION	1
PURPOSE OF HANDBOOK	1
RECYCLING REQUIRED WHEN RECEIVING CITY GARBAGE COLLECTION..	1
WHAT CAN BE RECYCLED?	2
RECYCLING CARTS	3
CART AGREEMENT	4
LOCATION OF CARTS & COLLECTION	4
MAINTENANCE	4
HOW TO EDUCATE YOUR TENANTS ABOUT RECYCLING	5
NEW TENANTS	5
CONTAMINATION ISSUES	5
SAMPLE LETTER TO NEW TENANTS	5
CONTACT US	7

INTRODUCTION

There are approximately 105 apartment complexes with six or more residential units in Orillia. Almost 85 percent of these locations have large blue rollout carts for collecting recyclables where the City provides weekly collection service. Recycling at apartments tends to lag behind other locations (houses, townhouses, etc.) due to a number of factors such as tenant turnover, availability of a recycling program at a particular building, convenience of recycling for tenants, knowledge of the building's recycling program, etc.

Residents and property managers have a responsibility to ensure that materials designated as recyclable under the City's recycling program are kept separate from garbage and are properly placed out for collection.

Recent waste composition studies have shown a fair amount of garbage currently disposed of from apartments is recyclable material, such as newspaper and plastic bottles. Recycling benefits everyone: less waste goes to our local landfill, your tenants will use less garbage tags, or use less space in the garbage bin if you have one. It is our goal to reduce the quantity of recyclables found in garbage to as close to zero as possible. But we need your help!

Purpose of Handbook







This handbook is meant to help superintendents and property managers set up and maintain effective recycling programs in your buildings. This booklet describes what can be recycled, using the recycling carts, contamination issues, how to promote this program to your tenants, and other important information.

Recycling Required When Receiving City Garbage Collection

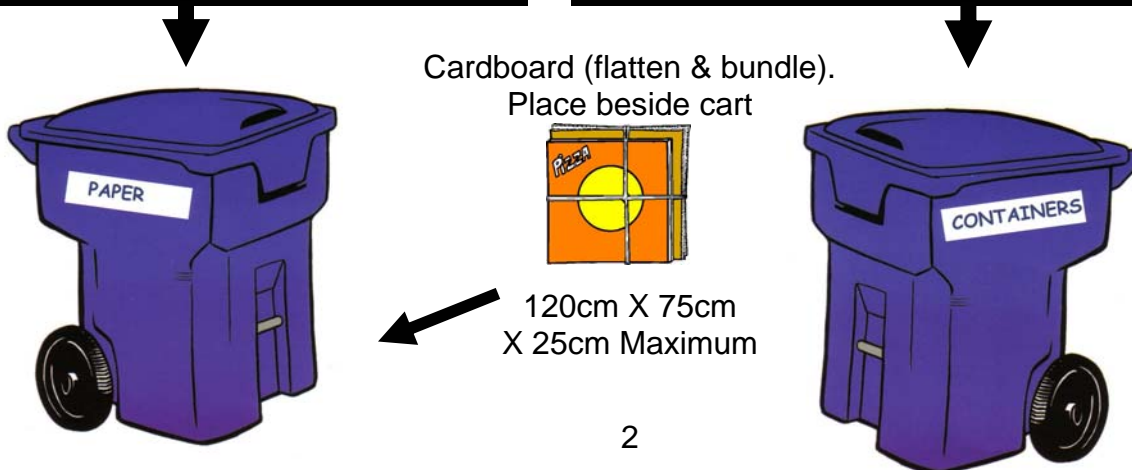
Apartments on the City's garbage, recycling and/or green bin/yard waste collection service must have a demonstrated recycling program in place in order to receive garbage collection service (Municipal Code 877.2.21). Recycling at apartments is also a provincial law. While you are free to opt out of the City's collection service and receive private collection, we think the City program is the best deal and want to work with you to provide a recycling program for everyone. Please note that we will continue to provide recycling service to apartments with private garbage collection.

WHAT CAN BE RECYCLED?

Recyclable materials are divided into two groups of materials: paper and containers. The following items are acceptable in our recycling collection program and should be separated the following way:

PAPER	
Place loose or in a clear plastic bag	
	Newspapers, phone books, junk mail, magazines, wrapping paper
	Office paper, catalogs, envelopes, paperback books
	Boxboard (flatten): cereal boxes, paper egg cartons, paper towel rolls, etc.
	Empty Paper Cups (coffee, soft drinks, etc)
	Styrofoam (clean); place in a bag
	Plastic shopping bags, milk bags, bread bags (clean & empty); stuff in another bag & tie at the top

CONTAINERS	
Please empty & rinse containers. Do not place in plastic bags.	
	Milk & juice cartons & drink boxes (empty & flatten)
	Metal food & beverage cans, clean foil, empty paint cans, empty aerosol cans
	Plastic bottles with a narrow twist off cap with recycling codes 1, 2, 5, 4, 7
	Plastic tubs & lids
	Empty plastic (clamshell) food trays with recycling codes 1, 6, etc.
	Glass bottles & jars only



What Should Not Be Included?

The following items should not be included in the recycling carts:

Cart For Paper (DO NOT INCLUDE)

- Coffee cups lids, stir sticks or tea bags
- Hardcover books (remove cover and recycle pages)
- Soiled paper, waxed paper, waxed cardboard, or foil coated paper
- Bubble wrap, dirty plastic bags, wrapping for meat/cheese, stretch wrap, cereal or cracker box liners
- Foam packaging peanuts

Cart For Containers (DO NOT INCLUDE)

- Motor oil bottles. *Empty antifreeze bottles are acceptable.*
- Flowerpots (return to garden centre)
- Light bulbs, ceramics, window glass, glass pots, mirrors & drinking glasses
- Medicine containers
- Plastic toys
- Chip bags
- Diapers, compostable organic waste & garbage

Cardboard must be flattened and tied in bundles no larger than 120 cm long by 75 cm wide and 25 cm thick (or 48" X 30" X 10"). Small pieces of cardboard are allowed in the cart for paper. Limit of eight (8) bundles of cardboard will be accepted without a garbage tag for **apartments only**. Businesses, institutions, and other residential locations are still limited to four (4) bundles without a garbage tag.

Note: Businesses may receive up to a maximum of eight carts for the purpose of participating in the City's recycling collection program. Apartments can receive more than eight carts if necessary.

Green Bins: Green bins are available to collect compostable kitchen food scraps. Call the number at the back of this guide for more information.

RECYCLING CARTS

The City provides apartments with large 360 Litre (95 gallon) blue roll carts for collecting recyclables. These carts are the property of the City of Orillia and are to be used for collecting recyclables only. If you need more

carts or replacements, please call us at 325-3522 to arrange a drop off or pick-up.

Cart Agreement

In order to receive a cart from the City, you must complete a cart agreement form with the City. This form must be filled in completely to help us to maintain good records and to contact you if we have any important information to pass along. Please note you will be charged \$80 per cart (HST included) for any lost or stolen carts.

Location of Carts & Collection

Generally, carts should be located in an area easily accessible by both your tenants and our collection crew. The area should be well lit, safe, and close to the garbage bin (if applicable) to allow your tenants to easily drop off materials.

The recycling carts must not be obstructed by parked vehicles or ice and snow. If parking becomes an issue, it is suggested that you put up no parking signs in this area. If the carts are blocked when our collection crew arrives, **material will not be collected**. Please ensure this area remains clear.

You may place the carts inside your building or in other areas but you are responsible for ensuring our collection drivers have easy access to the carts on the day of collection. **Carts must be set out for collection no later than 7:00 a.m. on your collection day to ensure collection.**

Maintenance

It is your responsibility to keep the carts clean and free of garbage. Contamination issues should be addressed swiftly and on a daily basis. Ensure that the labels showing “PAPER” and “CONTAINERS” remain posted and are legible. If needed, new labels are available free of charge at the Waste Diversion Site located at 100 Kitchener Street, Orillia.

In some cases, garbage may be illegally dumped in your recycling cart or garbage bin. Bins should be locked if this becomes a problem, but they must be unlocked on your collection day. In Orillia, illegal dumping on private property is handled by the Ontario Provincial Police. Call them at 326-3536 if you have an illegal dumping issue.

HOW TO EDUCATE YOUR TENANTS ABOUT RECYCLING

Promotional material is available from the City free of charge to help you promote our recycling program at your building. This includes pamphlets and posters. It is suggested that posters be placed in common areas of your building such as laundry rooms, garbage chute rooms, elevator lobbies or the main lobby.

New Tenants

In order to help you maintain an effective recycling program, it is strongly suggested that recycling be enshrined in your tenant lease agreement. This will help ensure that your tenants are aware that you have a recycling program in place and that they should be using it.

As a minimum, give each new tenant recycling literature with their new lease. A sample letter is provided in this handbook. Show the new resident the recycling location and review the procedures.

Contamination Issues

The largest obstacle to an effective recycling program at an apartment building is contamination of the recyclables. It can take just one tenant who may not be aware of the recycling program to spoil the efforts of other tenants in the building who are properly recycling. It can also result in recycling material being left behind at your building, which no one wants. It is therefore imperative that you or someone you designate check the recycling carts (preferably daily) to remove any contaminants found. This will stop the problem from getting out of hand and will reduce any confusion from your tenants about what can be included in the carts for recycling. Monitoring the carts should only take a few minutes a day and will save time in the long run. If contamination continues to be a problem, re-issue the promotional material to your tenants.

Sample Letter To New Tenants

Attached is a sample letter you may pass on to your new tenants describing your building's recycling program. If needed, we can provide you with copies for distribution.

Dear New Tenant,

The City of Orillia Public Works Department encourages residents to separate recyclables from your regular garbage, and place them in the large blue recycling carts provided at your building. We need your help to ensure that only the following recyclable materials are placed in these carts.

In the recycling cart marked “PAPER”, please include newspaper, office paper, paperback books, magazines, junk mail, envelopes (windows do not need to be removed), catalogs, phone books, empty paper cups (no lids or stir sticks), boxboard (flattened), wrapping paper (including tissue paper but excluding foil wrap), egg cartons, paper towel rolls, clean styrofoam (place in a bag), clean and empty plastic shopping bags (empty and stuff in another bag).

In the recycling cart marked “CONTAINERS”, please include milk and juice cartons, drink boxes, metal food & beverage cans, empty aerosol cans, clean tin foil, plastic bottles with narrow twist off caps (remove and discard caps), empty plastic food trays (clamshells), plastic tubs and lids (for sour cream, cottage cheese, etc.), glass bottles & jars.

Cardboard must be flattened and bundled and set beside the recycling carts or in a designated cardboard bin. The maximum size of a bundle is 120 cm long by 75 cm wide and 25 cm thick (or 48” X 30” X 10”).

If you have any questions about the City’s recycling program, please call 325-3522, visit us at the Waste Diversion Site at 100 Kitchener Street in Orillia, or e-mail us at:

publicworks@city.orillia.on.ca.

Thank you for your participation and cooperation.

**City of Orillia Public Works Department
Solid Waste Management Division**

CONTACT US

We're here to help! Solid Waste Division staff are available to come and speak with you or your tenants about your recycling program Monday to Friday 8:30 a.m. to 4:30 p.m. If you have any questions about the City's recycling program at apartments in Orillia, please contact us at:

Solid Waste Hotline: 325-3522

Visit us at the Waste Diversion Site, 100 Kitchener Street, Orillia.

By Mail: 50 Andrew Street, Suite 300, Orillia, ON L3V 7T5

E-mail: publicworks@city.orillia.on.ca

Website: www.city.orillia.on.ca

Thank you for your assistance and participation.

The City of Orillia would like to thank the Region of Durham for kindly providing the image of the roll out carts for its apartment recycling promotional material.