



Waste Reduction & Recycling ASSISTANCE PROGRAM



Multi-Family Recycling Toolkit

June 2021



City of Fort Collins
Waste Reduction and Recycling

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INTRODUCTION

WHAT IS WRAP?

The City's Waste Reduction and Recycling Team works directly with businesses and multifamily units looking to start or increase recycling services through the **Waste Reduction and Recycling Assistance Program (WRAP)**. We offer a wide variety of resources to support successful recycling and can even offer one-on-one assessments of your current waste program. All resources and assessments are provided free of charge.



Waste Reduction & Recycling
ASSISTANCE PROGRAM

PURPOSE OF THIS TOOLKIT

The purpose of this toolkit is to provide information to multi-family properties, including apartments and condos, looking to start or improve their recycling systems. This toolkit includes best practices for successful recycling, along with information about rightsizing your service, tips for educating your residents about recycling and more.

HOW TO USE THIS TOOLKIT

Each section of the toolkit includes “Take Action” boxes to highlight how you can implement best practices in the toolkit. The actions are color coded based on the amount of time and resources each action takes to implement:

TAKE ACTION	
BASELINE	These actions are a must to help your recycling program succeed.
NEXT STEPS	These, along with the Green actions will help ensure residents understand your recycling program and recycle the right way.
GOING FURTHER	These actions will help your recycling program be more efficient, cost-effective and successful.

We strongly suggest that you at least implement the **BASELINE** actions to help set up the best chance of success for your recycling program. To further improve your program and better educate staff and customers, you can also implement the **NEXT STEPS** and **GOING FURTHER** Actions.

As you work through this guide, identify which actions work best for your property and implement them before or soon after beginning recycling service. Summary checklists of actions are included at the end of the toolkit.

LEARN WHAT YOU CAN RECYCLE

Knowing what you can and cannot recycle is key to a successful recycling program.

When items that are not recyclable are put into recycling, the recycling becomes contaminated. Contaminated recycling can mean extra charges from your waste hauler. Excessive contamination can cause an entire load of recyclables to be rejected and thrown away in the trash.

RECYCLING GUIDELINES

- ✓ Applicable for Fort Collins and all of Larimer County
- ✓ Include what can be recycled – *only recycle the types of items shown on the guidelines*
- ✓ Includes the most common contaminants to **keep out** of recycling

GET THESE GUIDELINES

- Printable PDF fcgov.com/RecyclingGuidelines
- High-quality paper, sticker, laminated and metal versions of the guidelines can be requested through WRAP by emailing WWR@fcgov.com.



RECYCLE

ALL ITEMS MUST BE **EMPTY** AND **DRY**

METALS & GLASS



CARDBOARD & PAPER

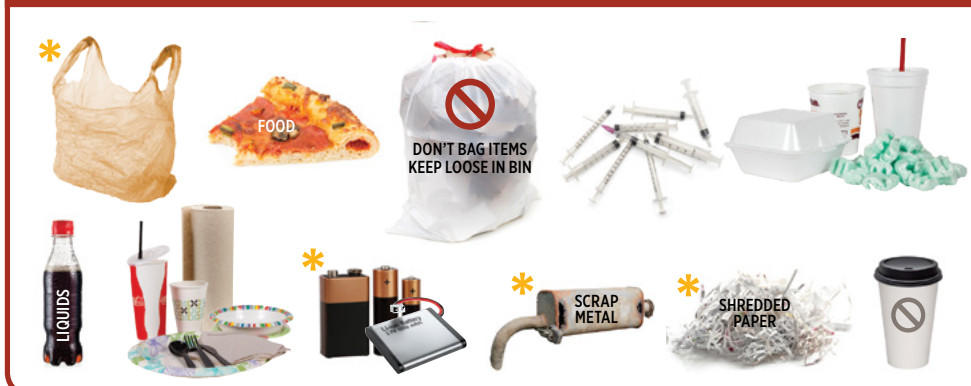


PLASTIC BOTTLES, TUBS & PAPER CARTONS



KEEP OUT

OF CURBSIDE RECYCLING



Please follow this handy guide for **curbside recycling**.

* Starred items can be recycled elsewhere.

Learn more at fcgov.com/recycle or fcgov.com/a-z.



TOP 10 RECYCLING TIPS

1. **Do not bag recyclables.** Recyclable items should be placed loose in the bin. Bagged recyclables will not be recycled since they cannot be sorted and cause issues at the recycling sorting plant.
2. **Batteries and “sharps” DO NOT go in recycling.** These items are hazardous and can lead to recyclables being rejected from the sorting plant and sent to the landfill instead.
3. **No Plastic Bags.** Do not put plastic bags in recycling. Plastic bags cause major issues at recycling sorting plants, tangling in recycling equipment and causing it to jam and break. Plastic bags can be recycled at the Timberline Recycling Center or many grocery / retail stores.

[Learn more >](#)

4. **Know your plastics.** The only plastic items recyclable through curbside recycling in Fort Collins are plastic bottles, tubs and jugs. Learn more at plastics recycling at fcgov.com/plastics. *The presence of the recycling symbol on a plastic item does not mean it is locally recyclable.*

[Learn more about the meaning of the chasing arrows on plastics >](#)

5. **No single-use items.** Coffee cups, paper plates, straws, paper towels, paper cups, plastic utensils, plastic takeout containers etc. are not recyclable. They must be thrown away. When you can, choose reusable.

[Learn more >](#)

6. **When in doubt, check it out.** If you aren't sure if an item is recyclable, check the City's [A-Z Recycling Tool](#), email recycling@fcgov.com, or call us at 970-221-6600. If you can't figure it out, it is better to throw it away in the trash rather than potentially contaminating the recycling.
7. **Empty and clean.** Be sure to empty and rinse cans, bottles and other containers before recycling.
8. **Recycle cardboard.** In Fort Collins, clean, recyclable cardboard is banned from the trash.

[Learn more >](#)

9. **Keep out food and liquid.** These cause major issues in the recycling process and can lead to loads of recyclables being rejected.
10. **Composting is not the same as recycling.** Keep food waste, yard trimmings and compostable cups, straws and other dishes out of your recycling bin.

MOVE IN / MOVE OUT GUIDE

During move in and move out, residents often produce additional waste, including both recyclable waste, such as cardboard, and non-recyclable or hard-to-recycle waste such as furniture, mattresses and electronics.

Educate your residents about resources for waste disposal as part of your move in and move out processes. The City offers a [move in / move out guide](#) that reminds residents to not dispose of furniture and bulky items in dumpsters and direct them to local resources for disposal (contact WRR@fcgov.com to request high-quality paper copies). You can also direct residents to the [A-Z Recycling List](#) to learn how to properly dispose of specific items.

MOVING?

Here's how to recycle right!

CARDBOARD: Not for the trash

Recycle! Put flattened cardboard in your complex's recycling dumpster or take it to the **Timberline Recycling Center**, 1903 S. Timberline Rd.

Reuse Post moving boxes on Craigslist, Next Door or Facebook Marketplace.

WHAT TO RECYCLE
See what's recyclable at fcgov.com/recycle

KEEP OUT:

- Plastic Bags
- Liquids
- Batteries
- Paper
- Needles
- Coffee
- Food
- Cups

HOW TO RECYCLE

- Place recyclables loose in the bin.
- Trash any plastic bags you use to transport recyclables - they shouldn't go into recycling dumpsters.

KEEP BULKY ITEMS OUT

- Keep trash, furniture and bulky items out of recycling and recycling dumpsters. They are only intended for everyday waste.

RECYCLE MATTRESSES

For a fee, recycle bedbug-free mattresses with **Spring Back Colorado**. Pick up or drop-off available.

springbackco.org/fort-collins

WHERE TO RECYCLE

- Recycle in recycling dumpsters at your complex.
- Recycle at the **Timberline Recycling Center**, 1903 S. Timberline Rd.
- **Everyday Recyclables Yard:** (cans, bottles, newspapers, cardboard and plastic bags) Open seven days a week during daylight hours.
- **Hard-to-Recycle Yard:** (batteries, metal, electronics) \$5 entry fee. Open Tuesday through Saturday. Additional charges apply for certain items.

fcgov.com/trc

DONATE FURNITURE AND UNWANTED ITEMS

- Donate gently used items to local thrift stores.
- Check out the City's A-Z list of places that accept these items at fcgov.com/A-Z.

NOT REUSABLE OR RECYCLABLE?

Take these materials to the Larimer County Landfill or contact local waste haulers for pick up.

City of Fort Collins fcgov.com/recycle (970) 221-6600

Auxiliary aids and services are available for persons with disabilities. 04/2020

TAKE ACTION: What you can Recycle

Post recycling guidelines on at least two sides of your recycling dumpster(s). Share recycling guidelines with your residents during lease renewal and as part of the move-in process.

[Request recycling guidelines >](#)

Share the recycling tips with your residents. Share the move in / move out guide to residents during move in and move out.

[Request guidelines and move in / move out guide >](#)

Set up a Recycling 101 Training for your residents (request by emailing WWR@fcgov.com). During the training, clarify how to properly dispose of common waste items. Repeat this training with residents annually.








ESTABLISH BEST PRACTICES FOR RECYCLING

Establishing best practices for recycling at the property:

- ✓ Helps ensure that residents recycle
- ✓ Can increase the amount residents recycle
- ✓ Decreases the amount of contamination in your recycling




DUMPSTERS

Best Practice	Details	Example
Ensure residents can easily access dumpsters	<p>Ensure that trash and recycling dumpsters can both be easily accessed.</p> <p>Make sure the pedestrian entry to your enclosure isn't blocked and that residents can access all dumpsters from the pedestrian entry.</p> <p>If someone can't reach a bin, it's unlikely to be used, potentially resulting in materials in the wrong dumpster and paying for unused service.</p>	
Clearly label which dumpster(s) are for trash and which are for recycling	<p>Label your recycling dumpster with recycling guidelines on any side that may be visible when accessing the bin (i.e. if you see the short side of your bin when walking up to it, make sure that side is labeled). Your hauler may have already done this for you.</p> <p>You can also place a metal sign of the recycling guidelines above your recycling dumpster(s). If placing a sign in the enclosure, make sure your hauler always puts the trash and recycling bins back in the same places (to avoid the recycling sign being above the trash dumpster).</p> <p>If you need decals or signage for your bins or enclosure, visit fcgov.com/WRAP to view and request materials.</p>	 
Post signage discouraging illegal dumping	<p>If illegal dumping is an issue or concern, signs can help alleviate the problem.</p> <ul style="list-style-type: none"> • Contact your hauler to see if they offer decals or signs related to illegal dumping. • The City's WRAP program offers metal "no illegal dumping" signs for no charge. Signs can be requested by contacting WRR@fcgov.com. <p>Browse the Illegal Dumping Section of this toolkit for more information.</p>	 

OTHER ONSITE BINS

Best Practice	Details	Example
Place trash and recycle bins next to each other	<p>It is generally best to place trash and recycling bins together for convenient sorting, unless only trash or recycling is generated in the space (such as trash only in the bathroom).</p> <p>If a location only has a trash or recycling bin, people will generally place whatever material they need to dispose of at that moment in that bin, meaning a solo trash bin will receive recyclables, and a solo recycling bin will be contaminated with trash.</p>	
Place bins where the material is generated	<p>Provide recycling bins where recyclables are generated. This will make it easier for residents to dispose of recyclable waste conveniently.</p> <p>Set up recycling bins near desks in the leasing office, at the copier, by the mailboxes, and at any other location where recyclables are generated on your property.</p>	

LABELS AND SIGNAGE

Best Practice	Details	Example
Clearly differentiate trash and recycle bins	Clearly label each recycle and trash bin so it is easy for residents to quickly know which is which. It also helps to have uniform colors for recycling vs. trash.	<p>General standard:</p> <p>All trash bins or lids are black/grey</p> <p>All recycling bins or lids are blue</p>
Consistently label both trash and recycling	<p>Signage on recycling and trash bins should be consistent throughout the property.</p> <p>Use the same signage / symbol to mark each recycling bin so it is easy for residents to identify bins throughout the property.</p>	<p>Each recycling bin has the recycling symbol on it and is labeled with the recycling guidelines:</p>  <p>Each trash bin is labeled with a trash can icon:</p> 
Place recycling guidelines on or near recycling bins	<p>Match the size of your bins to the amount of that type of waste that is generated at that location.</p> <p>For example, copier rooms typically need a large recycle bin and a small trash bin. Deskside bins are often a small trash and a small recycle bin. Break rooms often need a large recycle and a large trash bin.</p>	

TAKE ACTION: Best Practices for Recycling

Ensure trash and recycling dumpsters are easily accessible by residents and clearly label them. [Request recycling guidelines >](#)

Clearly label and differentiate all trash and recycling bins on your property, including the leasing office or clubhouse. Place bins where waste is generated and properly size them.

Complete a DIY Waste Assessment of your property. Assessment overview is below, and full directions can be found in the appendix.

DIY WASTE ASSESSMENT

When looking to start or improve recycling service at your property, it is important to start with a walk-through assessment to get a of “snapshot” of your waste stream, which will allow you to identify:

- Waste materials generated by your property
- Opportunities for more waste diversion and recycling
- Ways to make recycling easier
- Cost-saving possibilities for your property

Assessment Overview

1. Look in your Bins
2. Examine Bin Locations
3. Check for Signage
4. Investigate Dumpster Usage

Between each step, you will identify potential solutions and improvements to your program based on assessment results.

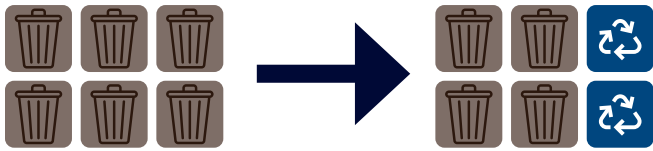
Detailed directions for the assessment process can be found at the end of this toolkit in the appendix.



RIGHT SIZE YOUR SERVICE

Under the **Community Recycling Ordinance**, a minimum of 33% of your property's total waste service volume must be recycling.

As one example, if a location currently has 6 cubic yards of trash service per week and no recycling, it will need to redistribute service to 4 cubic yards per week of trash service and at least 2 cubic yards per week of recycling service (2 cubic yards is 33% of the 6 cubic yard overall service volume).



You can meet your needs and the requirements of the ordinance by “right-sizing” your service. You might reduce your level of trash service because recyclables that were previously in the trash can now be placed in recycling containers.

Properties that already have recycling service can also see cost savings by evaluating their service level and adjusting it to match the amount of waste produced – there's no need to pay for recycling or trash service beyond the amount your location generates.

Remember that you can call your hauler for an extra pickup or change your service frequency during times of higher trash generation. Plan your trash and recycling service around your baseline usage and call for extra pickups when needed rather than planning for your peak level of service and paying for unneeded service most of the year. For example, many multi-family properties schedule additional waste pickups or have additional waste bins on site during move out and move in season.

TAKE ACTION: Right Size Your Service

Reduce your trash bin size or service frequency when adding recycling service to avoid paying for unnecessary service (materials now in the recycling bin no longer need space in the trash bin).

For a few weeks, monitor how full your waste dumpsters are just before being serviced.

- If your dumpsters are consistently very full or overflowing before pickup, additional pickups or a larger dumpster is needed.
- If your dumpsters are consistently not full before pickup, fewer pickups or a smaller dumpster may be needed.
- Make service adjustments with your hauler and verify that these adjustments are still in compliance with the CRO (1/3 of overall service level is recycling).

Plan your service level to match the amount of material your location generates on an ongoing basis and call for extra pickups during times of high material generation rather than subscribing to your peak service needs year-round and paying for more service than you generally need.

ILLEGAL DUMPING

Illegal dumping is an issue many properties face and can feel very challenging to deal with. However, there are a variety of strategies that can help reduce illegal dumping.

Monitoring dumpsters for illegal dumping, especially if it seems to be an ongoing issue can help you determine if residents are misusing dumpsters (dumping large items, furniture, electronics, tires etc.) or if non-residents are the issue. Illegal dumping is a violation of City code and can be reported by calling 970-221-6540.

SIGNS

Signs can act as a deterrent to non-residents using dumpsters or dumping unwanted bulky items such as furniture.

- Add “No Dumping” or “Resident Use Only” signs on the outside of your waste enclosures.
- Request these signs from the City’s WRAP program by contacting WRR@fcgov.com.
- Some haulers also offer illegal dumping decals for dumpsters.

DUMPSTER LOCATION AND ENCLOSURES

- **Ensure your dumpsters are not easily seen from the street.** Dumpsters easily visible from main roads and streets are more likely to be used for illegal dumping.
- **Place your dumpsters in an enclosure.** Placing your dumpsters in a waste enclosure will help secure them, discourage illegal dumping, and improve the overall appearance of your property.
More information about adding a waste enclosure to your property can be found [here](#).
- **Ensure your waste enclosure / dumpsters are well lit.** Ensuring your waste enclosure or the area where your dumpsters are located are well lit will decrease the likelihood of illegal dumping and make residents feel more secure when disposing of waste.

OTHER STRATEGIES

- **“Under surveillance” signs & decoy cameras.**
If standard signs are not enough to deter illegal dumping you can post signs explaining that the enclosure / waste area is under surveillance, and even post decoy cameras.
- **Cameras.** If illegal dumping is an ongoing issue, consider installing cameras (be sure enclosure / waste area is well lit). Illegal dumping can be reported by calling 970-221-6540
- **Locking Enclosures or Dumpsters.** In some locations that face ongoing illegal dumping challenges, property managers have worked with haulers to lock waste enclosures and dumpsters to prevent unauthorized use. If enclosures and dumpsters are locked, residents will have to be given keys or a code to access the dumpsters.
- **Place dumpsters in a garage.** Some locations have chosen to place their dumpsters in a garage that can only be accessed by residents via a code-locked door or by haulers via garage door.

CITY RESOURCES

In addition to the strategies above, the City can offer additional support through WRAP (Waste Reduction and Recycling Assistance Program). For properties who have already tried strategies listed above and are still facing illegal dumping issues, WRAP can provide direct support through phone consultations or on-site assessments to discuss your specific situation and recommend next steps. Sign up by contacting WRR@fcgov.com.



TAKE ACTION: Illegal Dumping

Post signage on your dumpsters and on the outside of your enclosure discouraging illegal dumping. Some haulers offer signage, and the City can offer signage as well.

[Request signage >](#)

Enact additional strategies suggested above to help decrease illegal dumping. Contact your hauler to discuss additional options for securing dumpsters and reducing unauthorized use.

Contact the City's WRAP program to discuss your specific situation. City staff will work with you to identify potential solutions and recommend next steps. Sign up by contacting WRR@fcgov.com.



ADDITIONAL TIPS AND RESOURCES

MORE WASTE REDUCTION IDEAS FOR YOUR PROPERTY

- Educate your residents about resources for moving in and moving out, remind them how to properly dispose of cardboard, along with furniture and other bulky items. The City offers a handy move in / move out guide with this information. Contact WRR@fcgov.com to request high-quality paper copies.
- Stop using disposable dishes for employee and resident events. Instead, use reusable plates, bowls, cups and cutlery that can be washed and reused.
- Host a drop and swap event where residents can swap and trade gently used items, then work with a local thrift store to donate leftover items.
- Consider offering digital leases and move in packets rather than printing them. Set printer defaults in your office to double-sided, and print only the documents that you need.
- Support the recycling system by purchasing recycled products. Look for office paper, tissues, bath tissue or other items made from post-consumer recycled material.
- Order products with minimal or recyclable or even reusable packaging. Contact manufacturers directly to request products with minimal, recyclable packaging or explore options for packaging that can be reused.
- Shred documents only when necessary and recycle the shred at the Timberline Recycling Center or with a shredding service. Shredding paper decreases its value. Shredded paper put in curbside recycling literally falls through the cracks at the recycling sorting facility and ends up in the landfill.
- Between Thanksgiving and New Year's Day, household waste increases by more than 25%!
[Learn how to reduce and recycle your extra holiday waste with the City of Cort Collins' Holiday Recycling Guide >](#)
- Disposing of electronics in the trash or in your curbside recycle bin is illegal in Colorado due to the toxicity of their components.
[Find out where to safely dispose of household electronics here >](#)
- In Colorado, paint can be recycled for free! Check out drop-off locations at [Paintcare.org](https://www.paintcare.org).
- The City of Fort Collins Timberline Recycling Center accepts hard-to-recycle materials such as plastic bags, electronics, batteries, and paint. If your residents produces these materials you can collect them and bring them to the Timberline Recycling Center [Hard-to-Recycle Yard](#) for recycling (fees apply for certain items).

NEED ADDITIONAL SUPPORT?

WRAP (Waste Reduction and Recycling Assistance Program) provides a variety of educational materials and signage free of charge. These materials can be requested by filling out the contact form at fcgov.com/WRAP.

For property owners who have already leveraged this toolkit and are still facing recycling challenges, WRAP can also provide direct support starting a new recycling program or improving an existing one through phone consultations or on-site assessments. Consultations and assessments include custom recommendations for how to set up a successful program, educate staff on recycling and help customers recycle right. Sign up by contacting WRR@fcgov.com.



SUMMARY OF ACTIONS

BASELINE

Category	Action	Done?
What You Can Recycle	Post recycling guidelines on at least two sides of your recycling dumpster(s). Share recycling guidelines with your residents during move-in and at lease renewal. Request recycling guidelines >	
Best Practices for Recycling	Ensure trash and recycling dumpsters are easily accessible by residents and clearly label them. Request recycling guidelines >	
Right Size Your Service	Reduce your trash bin size or service frequency when adding recycling service to avoid paying for unnecessary service (materials now in the recycling bin no longer need space in the trash bin).	
Illegal Dumping	Post signs on your dumpsters and on the outside of your enclosure discouraging illegal dumping. Some haulers provide decals, and the City can provide signs. Request recycling guidelines >	

NEXT STEPS

In addition to actions above

Category	Action	Done?
What You Can Recycle	1. Share the recycling guidelines and recycling tips with your residents.	
	2. Provide the move in / move out guide to residents during move in and move out. Request guidelines and move in / move out guide >	
Best Practices for Recycling	1. Clearly label and differentiate all trash and recycling bins on your property.	
	2. Place bins where waste is generated and properly size them.	
Right Size Your Service	For a few weeks, monitor how full your waste dumpsters are just before being serviced. <ul style="list-style-type: none"> If your dumpsters are consistently very full or overflowing before pickup, additional pickups or a larger dumpster is needed. If your dumpsters are consistently not full before pickup, fewer pickups or a smaller dumpster may be needed. 	
	Make service adjustments with your hauler and verify that these adjustments are still in compliance with the CRO (1/3 of overall service level is recycling).	
Illegal Dumping	Enact additional strategies suggested in the Illegal Dumping section of this toolkit to help decrease illegal dumping. Contact your hauler to discuss additional options for securing dumpsters and reducing unauthorized use.	

GOING FURTHER

In addition to BASELINE and NEXT STEPS Actions:

Category	Action	Done?
What You Can Recycle	1. Set up a Recycling 101 Training for your residents (request by emailing WWR@fcgov.com). During the training, clarify how to properly dispose of common waste items. Repeat this training with residents annually.	
Best Practices for Recycling	Complete a DIY Waste Assessment of your property. Assessment directions can be found in the appendix.	
Right Size Your Service	Plan your service level to match the amount of material your property generates on an ongoing basis and call for extra pickups during times of high material generation (like move-out) rather than subscribing to your peak service needs year-round and paying for more service than you generally need.	
Illegal Dumping	Contact the City's WRAP program to discuss your specific situation. City staff will work with you to identify potential solutions and recommend next steps. Sign up by contacting WWR@fcgov.com .	

TAKE ACTION: Create your custom plan

Category	Action	Done?
What You Can Recycle		
Best Practices for Recycling		
Right Size Your Service		

APPENDIX

DIY WASTE ASSESSMENT

When looking to start or improve recycling service at your property it is important to start with a walk-through assessment to get a of “snapshot” of your waste stream, which will allow you to identify:

- Waste materials generated by your residents
- Opportunities for more recycling
- Ways to make recycling easier
- Cost-saving possibilities

DIY Assessment Steps

1. LOOK IN YOUR BINS

IF YOU DON'T YET HAVE RECYCLING		IF YOU ALREADY HAVE RECYCLING	
Directions: Look in the trash bins around the property and identify what materials in the bin are recyclable. For easy reference, photograph the bin contents.		Directions: Look at what is in each trash and recycle bin. For easy reference, photograph the bin contents.	
QUESTION	RESULTS	QUESTION	RESULTS
What materials in the bins are recyclable?	Ex.) Plastic bottles and aluminum cans in trash can in break room	Do your trash bins contain recyclables like aluminum cans and plastic water bottles?	Ex.) Plastic bottles & aluminum cans in trash can in break room
How much of each bin is recyclable?	Ex.) Break room trash cans: 50% recyclable	How much in each trash bin is recyclable?	Ex.) Break room trash cans: 50% recyclable
		Are your recycling bins contaminated with food wrappers or other trash?	Ex.) plastic bags in recycling bin
		How much in each recycling bin is trash?	Ex.) recycle dumpster: 25% trash

POTENTIAL SOLUTIONS

IF YOU DON'T YET HAVE RECYCLING
Put recycling bins in the areas where you see recyclables in your trash bins.

IF YOU ALREADY HAVE RECYCLING	
<ul style="list-style-type: none">Make sure there are recycling bins next to your trash bins.	
<p>For trash bins that have quite a bit of recycling in them:</p> <ul style="list-style-type: none">Be sure the bin is clearly labeled as being for trashPut a clearly labeled recycle bin next to the trash bin with recyclables in itRemind residents not to put recyclables into the trash	<p>For recycling bins contaminated with trash:</p> <ul style="list-style-type: none">Be sure the bin is clearly labeled as being for recycling, and has recycling guidelines posted above or on the binPut a clearly labeled trash bin next to the contaminated recycle binRemind residents not to put trash in the recycling bin, and that recyclables will be thrown away if too contaminated



2. EXAMINE BIN LOCATIONS

IF YOU DON'T YET HAVE RECYCLING		IF YOU ALREADY HAVE RECYCLING	
Directions: Look where your trash bins are currently located throughout your property.		Directions: Look at where your trash and recycle bins are currently located throughout your property.	
QUESTION	RESULTS	QUESTION	RESULTS
Are trash bins placed where waste is generated at the property?	Ex.) There is a trash bin by the vending machine and trash bin in the laundry room.	Are the trash and recycling bins near each other?	Ex.) The common area of the leasing office only has a trash bin.
		Are there bins where the property's waste is generated?	Ex.) There is only a recycle bin in the laundry room.
Where are recyclables generated that need a recycling bin?	Ex.) Need recycling bins near the mailboxes, in leasing office, near vending machine, etc.	Are there recycle bins where recyclable items are generated?	Ex.) There is a recycling bin by the resident mail boxes, but no recycling bin in the leasing office where lots of paper is disposed of.

POTENTIAL SOLUTIONS

IF YOU DON'T YET HAVE RECYCLING
Put recycling and trash bins where waste is generated in your business.
Place recycling bins next to trash bins.

IF YOU ALREADY HAVE RECYCLING
Pair trash and recycling bins next to each other.
Add recycling and trash bins where waste and/or recyclables are generated at your property.

3. CHECK FOR SIGNAGE

IF YOU DON'T YET HAVE RECYCLING		IF YOU ALREADY HAVE RECYCLING	
Directions: Examine how your trash bins are labeled.		Directions: Examine how your trash and recycling bins are labeled.	
QUESTION	RESULTS	QUESTION	RESULTS
Is it clear the bins are for trash?	Ex.) The trash bins are labeled with a trash icon and the bins are all the same color.	Is it clear which bins are for trash and which are for recycling?	Ex.) The trash bins are all grey and the recycle bins are all blue.
How will you make it clear which bins are for trash and which are for recycling after you add recycling service? HINT: Signage! Check out the Best Practices section for info about how to clearly label your trash and recycling bins.		Is signage on the bins consistent throughout your business and easy to read?	Ex.) Each recycle bin has a laminated Recycling Guidelines poster hanging above it.
		Is recycling signage on or near the bins?	Ex.) Recycling guidelines is on some of the bins, but some bins have been moved away from where they originally were (with recycling guidelines hanging above them)

POTENTIAL SOLUTIONS

IF YOU DON'T YET HAVE RECYCLING
Clearly label which bins are for trash and which are for recycling.
Post recycling guidelines above or on each recycling bin. If you need additional signage for your bins, request materials by contacting WRR@fcgov.com .
Make sure that signage and labeling is consistent on each bin throughout your property.

IF YOU ALREADY HAVE RECYCLING
Clearly label which bins are for trash and which are for recycling, ideally with consistent blue bins for recycling and grey or black bins for trash.
Post recycling guidelines above or on each recycling bin. If you need additional signage for your bins, request materials by contacting WRR@fcgov.com .
Make sure that signage and labeling is consistent on each bin throughout your property.

4. INVESTIGATE DUMPSTER USAGE

IF YOU DON'T YET HAVE RECYCLING		IF YOU ALREADY HAVE RECYCLING	
Directions: Head out to your waste enclosure and look in your dumpster(s).		Directions: Head out to your waste enclosure and look in your dumpster(s).	
QUESTION	RESULTS	QUESTION	RESULTS
Look where your trash dumpster is located outside. Where would a recycling dumpster be placed?	Ex.) The trash dumpster could be turned sideways to allow for a recycling dumpster to also fit in the enclosure	Are both trash and recycling dumpsters easily accessible? (meaning a person carrying a bag of trash or recycling can easily access each bin)	Ex) The only way to access is via a heavy service gate; the pedestrian entrance is blocked by one of the bins
How will you make it easy for residents to know which dumpster is for trash and which is for recycling after recycling service is added?	Ex.) We will add signs above the bins in the enclosure as well as decals on the dumpsters, clearly labeling them as trash and recycling.	Is it clear which dumpsters are for trash and which are for recycling? Are they labeled on the side of the dumpster people see when walking up to it?	Ex.) Trash dumpster is grey. Recycling dumpster is green and labeled with recycling guidelines. Recycling guidelines can't be seen from the direction pedestrians access the dumpsters
Are you using the amount of trash service you are currently paying for?	Ex.) Our trash dumpster is never more than half full when it is serviced.	Look in your dumpster outside: Are recyclables loose in the bin or in bags?	Ex.) Recyclables are placed in the dumpster inside plastic bags
How much of the material in your trash dumpster could be recycled?	Ex.) 75% of what is in the dumpster could be recycled.	Are you using the amount of trash service and recycling service you are currently paying for?	Ex.) Our recycle dumpster is full or overflowing 2 days before pick up. The trash dumpster is generally only half full when serviced.

POTENTIAL SOLUTIONS

IF YOU DON'T YET HAVE RECYCLING

Determine an accessible site for your new recycling dumpster / cart(s), generally next to your trash dumpster

Clearly label which dumpster(s) are for trash and which are for recycling.

- Label your recycling dumpster with recycling guidelines on any side that may be visible when accessing the bin (i.e. if you see the short side of your bin when walking up to it, make sure that side is labeled) (your hauler may already have done this for you).
- If you need additional signage for your bins, request materials by contacting WRR@fcgov.com.

Browse the Right size Your Service Section below and work with your hauler to adjust your service level to be more efficient.

Share information about the added recycling service with your residents, including the location of recycling on your property.

IF YOU ALREADY HAVE RECYCLING

Ensure trash and recycling dumpsters can both be easily accessed. If someone can't reach a bin, it's unlikely to be used, potentially resulting in materials in the wrong dumpster and paying for unused service.

Clearly label which dumpster(s) are for trash and which are for recycling.

- Label your recycling dumpster with recycling guidelines on any side that may be visible when accessing the bin (i.e. if you see the short side of your bin when walking up to it, make sure that side is labeled) (your hauler may already have done this for you).
- If you need additional signage for your bins, request materials by contacting WRR@fcgov.com.

If the recyclables in your dumpster are in plastic bags:

- Remind your residents about the importance of emptying recyclables from plastic bags into the dumpsters rather than placing recyclables in bags in the dumpsters. Bagged recyclables won't get recycled.
- Contact WRR@fcgov.com to request "No Bagged Recyclables" stickers for your dumpsters.

Browse the Right size Your Service Section below and work with your hauler to adjust your service level to be more efficient.

