



# MULTI-FAMILY DWELLINGS RECYCLING WORKSHEET

## STEP 1: SELECT A RECYCLING COORDINATOR

- Ideally, the recycling coordinator will be a creative person with good communication and organizational skills.
- Initial time investment and forethought when launching the recycling program will save significant time and problems down the road.
- The recycling coordinator's role typically includes conducting a waste audit, selecting/consulting the hauler(s), designing the collection system, educating employees, encouraging participation, and tracking progress and results.

List potential recycling coordinators for each property: \_\_\_\_\_

## STEP 2: CONDUCT A WASTE AUDIT

- A **waste audit** is an analysis of your facility's waste stream. It can identify what types of recyclable materials and waste your facility generates and how much of each category is recovered for recycling or discarded.
- A thorough waste audit may not be required for all multi-family dwellings because data is available on the general composition of residential waste; however, it is always a good idea to take a look and see if anything stands out.
- A waste audit would enable you to fine-tune the quantity of your waste and recycling needs and/or make a case for providing other recycling services (glass, food waste, mattresses, etc).
- There are resources available to assist in conducting a waste audit if needed.

## STEP 3: DECIDE WHAT TO RECYCLE

- A majority, if not all, of the recycling will be done by tenants.
- Nationwide data shows that over 50% of residential waste can be recycled through single-stream recycling services (where paper, cardboard, plastics, aluminum, and other metals are disposed of in the same bin).
- Besides single-stream recycling, determine what other recycling services could feasibly be provided (a household hazardous waste (HHW) collection day or bin, glass bins, green waste, etc).

List some target materials that could be recycled outside of single-stream recycling:

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## STEP 4: SELECT A HAULER (AND/OR CONTACT YOUR CURRENT HAULER)

- Haulers must be a Salt Lake City authorized hauler or must become authorized with the City. Haulers can learn more at [www.slccgreen.com/waste-haulers](http://www.slccgreen.com/waste-haulers)
- View the list of authorized haulers at [www.slccgreen.com/authorized-haulers](http://www.slccgreen.com/authorized-haulers)
- If you conducted a waste audit, have those numbers on hand; if not, your current waste hauler may have some data available on quantities. Also, since you have already determined what to recycle, have a target in mind of what services will best fit your needs.
- Be prepared to compare costs and benefits across the board (using one hauler for both waste and recycling vs separate haulers, using your current hauler vs a different one, etc.)

Who is your current waste hauler? \_\_\_\_\_

What companies provide the recycling services that fit your property's needs?  
\_\_\_\_\_

## STEP 5: DESIGN THE COLLECTION SYSTEM

- The key to designing a collection system is to make it almost\* as simple and easy to recycle as it is to throw items away. (\*To reduce contamination you may want to make it just slightly more difficult – like having to take 1 or 2 extra steps.)
- Have distinct, well-labeled, recycling containers placed in strategic and convenient locations.
- Integrate recycling collection with existing disposal systems.
- Distribute the responsibilities as needed.

## STEP 6: PROMOTE PARTICIPATION

- Start with a program announcement. This is important so that everyone understands the new procedures.
- Have a meeting or educational session to highlight the main points of the program, explain the separation and collection procedures and emphasize the benefits.
- Prepare educational materials for each residence/unit to have on-hand in their home.
- Educate new tenants and employees upon arrival.

Think of some ways participation can be promoted with tenants:  
\_\_\_\_\_  
\_\_\_\_\_

Think of potential obstacles to participation and ways they could be addressed at the start:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STEP 7: FOLLOW-UP

- Consistency is fundamental to a successful recycling program and can be achieved through follow-up
- Monitoring the results is just as important as the implementation of your program.
- Visually checking your containers is a good first step to see if the plan is working or if any adjustments need to be made.
- Communicate with tenants and/or staff if you have significant contamination in your recycling containers.
- You can also conduct a more thorough waste and recycling audit if needed.
- Additional follow-ups could be as simple as periodic checks to verify what is going in the containers paired with reminders, or as in-depth as a tracking form that gets filled out.

**How long after implementation of the recycling program would you like to do your first check or audit?**

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**At what interval do you think will be most beneficial to periodically check on containers?**

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**Other ideas for follow up?**

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