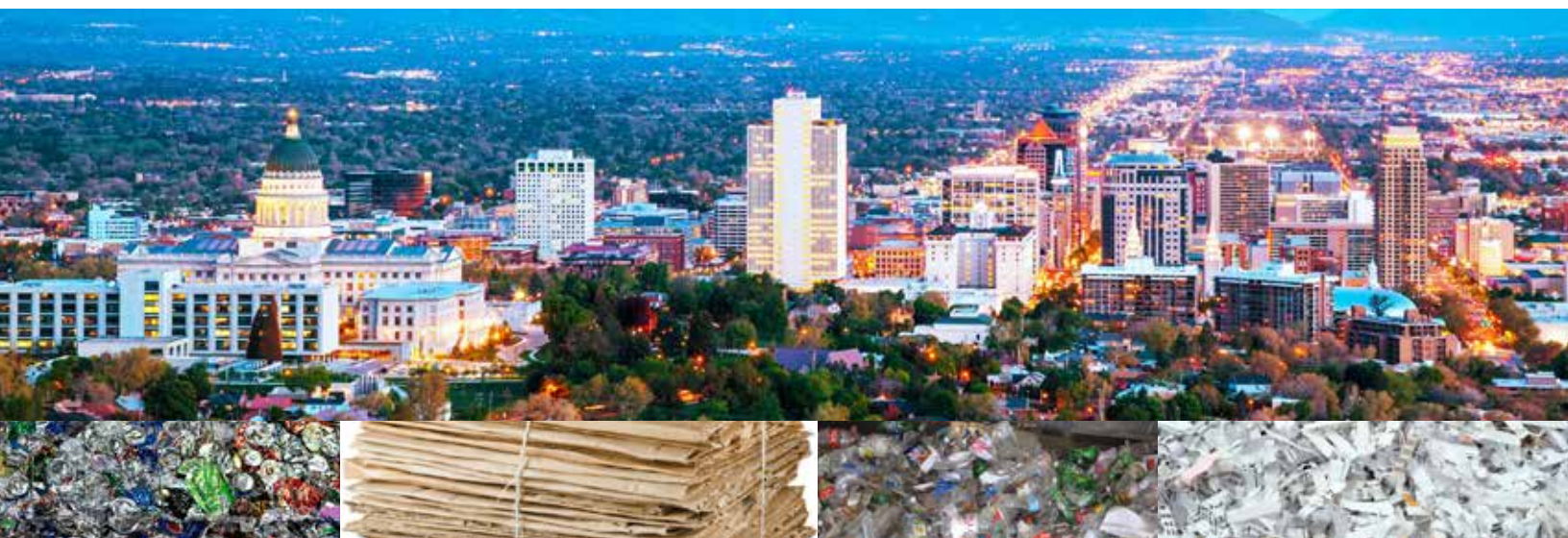


# BUSINESS & MULTI-FAMILY RECYCLING ORDINANCE



**SLCgreen**



# **BUSINESS & MULTI-FAMILY RECYCLING ORDINANCE**

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## Recycling in Salt Lake City has never been easier – or better for your bottom line!

Over the past year, Salt Lake City consulted with a myriad of businesses, building operators and waste haulers – small and large, downtown and in the neighborhoods, for profit and not-for-profit, multi-tenant and standalone – to find out how real Salt Lake City businesses successfully recycle in the real world.

Challenges will arise, but businesses and multi-family properties that recycle are proud of their accomplishments and know recycling is the right thing to do. This toolkit will make it easier for you to join their ranks.

### In this toolkit you will find:

- The business case for recycling
- A clear explanation of the requirements of Salt Lake City's Business & Multi-Family Recycling Ordinance
- Step-by-step instructions for how to implement a successful recycling program at your property
- Additional resources, including signs and more, to help launch your program and keep tenants, employees and customers informed

We understand your business or multi-family property is unique. The products and services you provide are different from others, and so is your waste and recycling. Understanding how your waste differs from your neighbors' will provide insight into how to keep your disposal costs down. If your business or multi-family property generates certain types of waste, you may even be able to save money by recycling.

Use this recycling toolkit as a how-to manual and handy reference guide in making recycling part of your business or multi-family property's daily life!





## THE BUSINESS CASE FOR RECYCLING

Salt Lake City has a goal to achieve Zero Waste by 2040, which means all waste is recycled, reused, or composted instead of being sent to a landfill.

Single-family residences are already required to participate in both curbside recycling and compost programs. The City is capturing up to 40% of the waste from the residential sector, but this only accounts for a portion of the total waste stream.

Businesses and multi-family properties produce 50% of all waste in the city, but only 10-15% of that waste is currently recycled. When widespread business and multi-family recycling goes into effect, more than 20,000 tons of material will be kept out of the landfill.

In an effort to increase recycling and reduce waste to the landfill, Salt Lake City amended its Solid Waste and Recycling Ordinance to include businesses and multi-family properties. The amendment went into effect January 4, 2016.

### Why should my business or multi-family property recycle?

Recycling is good for your bottom line, it's good for the local economy, and it's the right thing to do.

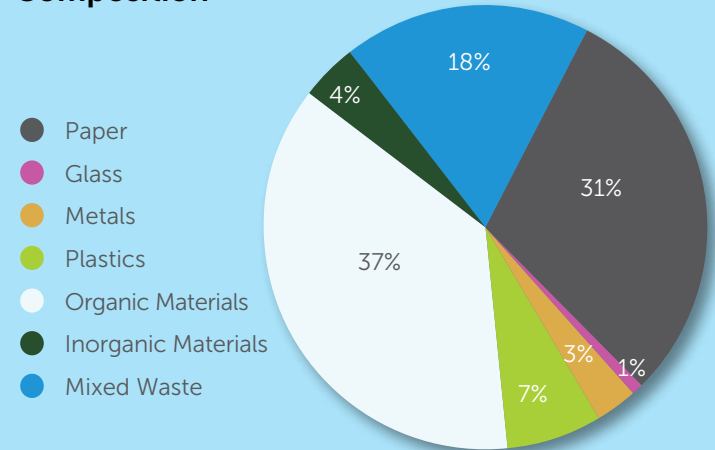
#### It's good for your bottom line.

The more you recycle, the less garbage you have, which means you're in a better position to control costs as trash fees increase. Having a firmer grasp of your waste and recycling fees allows for better overall business or property management. Actual program costs will vary by business type and style.

#### It helps the local economy.

Recovering the value of materials through recycling creates jobs and spurs Salt Lake City's growing recycling sector. Recycling industries create up to 10 times as many jobs as landfilling waste and help boost our city's economic growth.

### Estimated Commercial Solid Waste Composition



### It's the right thing to do.

The environmental benefits of recycling are found at every stage of a product's lifecycle – from the mining of raw materials through use and final disposal. By redirecting waste to serve as raw materials for industry, recycling conserves valuable natural resources, saves energy used in extracting and processing those resources, reduces greenhouse gases, and decreases air and water pollution from disposal.

### What is required?

If your business or multi-family property produces 4+ cubic yards of waste per week, you must provide recycling. Waste haulers working in the city must become authorized and report the recycling they collect.

The recycling program must be as easy for tenants, employees and customers to use as your garbage service. Basically, if you have a garbage bin there should be a recycling bin beside it.

Businesses and multi-family properties need to ensure that tenants, employees and customers are aware of the recycling program and understand how to use it.



## Complying with the City's requirements is easy. Just follow this simple checklist:

- ✓ **Create a recycling plan that outlines how you will provide recycling and educate your tenants, employees and customers about how to recycle.**  
Sample materials are available in the appendix of this toolkit. Consider publicly posting your recycling plan to showcase your commitment to recycling.
- ✓ **Once your plan is in place, make your tenants, employees and customers aware of your recycling program.** This can be accomplished by providing a handout, hosting a short orientation, posting signs or even organizing a building-wide competition.
- ✓ **Provide adequate recycling containers to tenants, employees and customers.**  
This is about making it easy to recycle, and minimizing contamination. Making sure recycling and trash containers are next to each other makes it more likely the material will make it into the right container.



### **NEED HELP?**

Salt Lake City's education and outreach team is available to consult with you on the implementation of your recycling program.

**Give us a call at (801) 535-6984 or email [slcrecycles@slcgov.com](mailto:slcrecycles@slcgov.com) to request a site visit.**

We'll quickly assess your waste and provide recommendations for implementing a successful recycling program at your location, taking into account your unique needs and challenges.



## WHAT CAN BE RECYCLED?

### RECYCLING RESOURCES

Depending on your unique waste and recycling needs, the following services might be helpful in your recycling goals:

#### Glass

There are companies in Salt Lake City that offer glass recycling services. Visit [SLCgreen.com](http://SLCgreen.com) for details.

#### Compost

There are a variety of local waste haulers that offer collection of green waste (fruit and vegetable residuals and yard waste). Check our list of authorized haulers and ask your hauler if they can provide green waste collection. Depending on your unique waste composition, composting can be an effective way to meet your recycling goals. For example, many Salt Lake City restaurants utilize compost collection as a way to reduce the amount of waste they send to the landfill.



### RECYCLING STRAIGHT TALK: MIXING MATERIALS

To comply with Salt Lake City's ordinance, your waste hauler may not collect waste and recycling in the same bin and separate it at an offsite facility. The separation must happen onsite at your property. There are no permitted facilities in Utah that are capable of separating recyclables from solid waste. If your hauler is not providing you with a separate dumpster, that's a pretty good sign that they're not complying with the law, and you'll want to give them a call.

### E-WASTE RECYCLING

Electronic waste (e-waste) includes desktop and laptop computers, televisions, printers, fax machines and cell phones. There are several options available for third-party certified, responsible recycling of e-waste in the area. Look for a recycler certified for e-Stewards to ensure the most responsible e-waste disposal. Find out more about e-waste recycling at [www.ban.org](http://www.ban.org).





# HOW TO IMPLEMENT A SUCCESSFUL RECYCLING PROGRAM IN SALT LAKE CITY

## 1. Understand your waste.

You can't manage what you don't measure – and waste is no different. Better waste management can mean lower costs, and that's something every business or multi-family property can benefit from!

Surveying your waste is the best way to learn how much of the waste leaving your business or multi-family property can be recycled. This knowledge allows you to negotiate better waste and recycling services that more appropriately suite your needs – and potentially save you money.

The good news is that conducting a waste survey doesn't have to be hard! Just take a look in your garbage cans over the course of a few days and you'll quickly get a feel for the amount and types of materials leaving your property.

## 2. Get management on board.

Management buy-in is critical to the success of your recycling program. Strong support from the top will ensure that tenants, employees and customers know you are taking recycling seriously.

## 3. Identify a recycling champion.

Once management is on board, the next step is to find someone who will be an ambassador for your recycling

program – answer questions, troubleshoot issues and champion the use of your new recycling bins. This person could be at the management level, or it could be an employee or tenant who is particularly passionate about recycling. At larger businesses or multi-family properties, it might be beneficial to have several people who can take the lead within various departments or buildings.

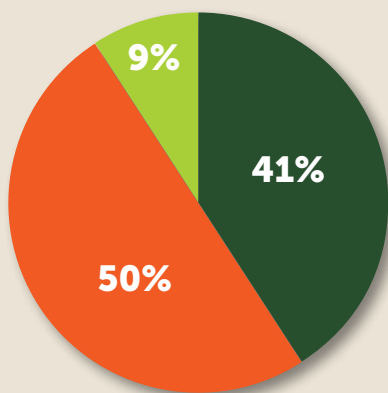
## 4. Line up an authorized waste hauler.

Locate an authorized waste hauler from Salt Lake City's verified list. Chances are your current waste hauler is on this list already, or take this opportunity to shop around for services and rates that best fit your needs. Find a waste hauler at [www.slccgreen.com/authorized-haulers](http://www.slccgreen.com/authorized-haulers).

## 5. Know your bill.

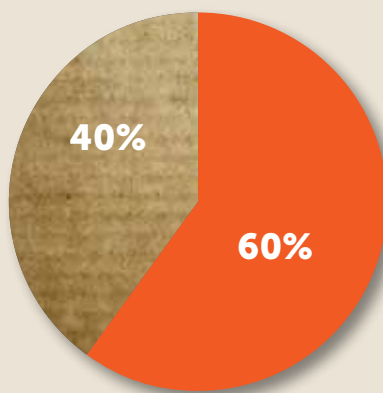
Many businesses end up with waste collection services that don't fit their needs. Some even overpay for these services. Take time to go over your bill and ask your hauler questions about things you don't understand. And if you start recycling more materials, you may be able to decrease the frequency of your trash pickups. Talk to your hauler about your options and how it will impact your cost. Haulers may not charge you more for recycling than they charge for garbage.

## Where does our garbage go?



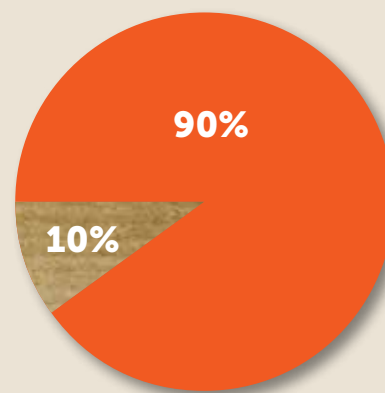
### Generation by Sector

- Residential (100,800 tons)
- Business (122,200 tons)
- Construction (22,200 tons)



### Residential

- Landfilled (47,240 tons)
- Recycled (32,180 tons)



### Business

- Landfilled (110,000 tons)
- Recycled (32,180 tons)



## 6. Create your recycling plan.

Businesses and multi-family properties are required to have a recycling plan that includes implementation and education. You can find a sample plan in the appendix.

## 7. Make sure recycling is easy and bins are abundant.

We all have good intentions, but **if recycling isn't readily available it can be difficult for people to use.** Here are some tips to make it easy for tenants, employees and customers:

- Strategically locate recycling bins next to trash cans to make it just as easy to recycle as it is to throw something in the trash. Take note – this is required in the ordinance!
- Take the guesswork out of recycling by placing helpful signs graphically indicating what items should go in each bin. Posters are available in the appendix, or create something customized to your most common waste items.
- If you have employees with individual workstations, place a recycling bin at each station in addition to common areas.

## 8. Get everyone on board.

To make sure your recycling program is successful, everyone needs to be on board, from upper management to janitorial staff. Meet with housekeeping staff to inform them of the new recycling program and solicit their feedback on how to best make it work.

You will need to make sure that all tenants, employees and customers know what to recycle, where to recycle and how to recycle. We have provided helpful templates and signs in the appendix to get you started.

## 9. Start recycling!

Congratulations! You have taken an important step to reduce waste and have a positive impact on our local community. But your work doesn't stop here. In a few months you should reevaluate your program and determine whether any adjustments need to be made.

## 10. Stay on top of your program with ongoing education.

In addition to getting everyone on board with your new recycling program, you will need to provide ongoing education and helpful reminders to your tenants, employees and customers. Keep in mind that new employees or tenants will need a quick primer at the earliest opportunity, perhaps during orientation or move-in.

Many businesses and multi-family properties find success with an ongoing visual waste check each month, where they identify issues that might require a little extra education, or just a gentle reminder. For more tips to increase participation in your recycling program, visit [SLCgreen.com](http://SLCgreen.com).

## RECYCLING STRAIGHT TALK: WILL RECYCLING COST MY BUSINESS MONEY?

The answer depends on a number of factors. As with garbage collection service, there are costs associated with recycling pickup such as labor, fuel, purchasing and maintaining trucks, and more. Haulers also pay a fee to "tip," or unload, materials at a solid waste facility. However, the fees for tipping recyclables are often much less than those charged for trash. "Avoided disposal fees" is the term used to describe the money that is saved by not disposing of recyclables as trash. Ask your hauler if these savings may be able to offset any new collection costs.

When you set up a recycling program, the amount of trash you generate will decrease in proportion to the amount of recyclables you'll be able to divert. Instead of paying for the empty space you'll see in your garbage dumpster, ask your hauler to "right-size" your service level by:

- Reducing the size of your dumpster; or
- Picking up or emptying it less frequently (e.g., once per week instead of twice per week).

The following table shows how a business might calculate potential benefits of right-sizing solid waste services (prices shown are for example only).

BEFORE		AFTER		
<b>Service Level</b>	One 8-cubic yard dumpster picked up 2x per week	<b>Service Level</b>	One 8-cubic yard dumpster picked up 1x per week	+ One 8-cubic yard recycling dumpster picked up 1x per week
<b>Cost per month</b>	\$400	<b>Cost per month</b>	\$200	+ \$120
<b>Annual costs</b>	\$400 x 12 months = \$4,800	<b>Annual costs</b>	\$200 x 12 months = \$2,400	+ \$120 x 12 months = \$1,440
<b>Old annual costs</b>	\$4,800	<b>New annual costs</b>	\$3,840	







## FREQUENTLY ASKED QUESTIONS

### What material can I recycle from my business or multi-family property?

Single-stream recycling programs, such as the blue cans provided to most Salt Lake City residential properties, accept the following items:

- Cardboard
- Mixed paper (newspaper, junk mail, magazines, catalogs, old files, reports, etc.)
- Metal food and beverage cans (aluminum, tin & steel cans)
- Plastic containers marked #1 - #7 (no plastic bags or Styrofoam.)
- Food and beverage cartons (no food wrappings)

If your business produces glass or compost, recycling those materials will help you meet the requirements. If you are not sure if the waste your business generates is recyclable, please email [slcrecycles@slcgov.com](mailto:slcrecycles@slcgov.com) for more information. You might be throwing out materials that could be diverted from the landfill.

### Am I able to mix my trash and recycling together and rely on my hauler to separate recycling from trash for my business offsite?

To be in compliance with Salt Lake City ordinance, your waste hauler may not collect everything in one bin and separate recyclables from garbage at a solid waste recycling facility. The separation must happen onsite at your location. At this time, there are no permitted facilities in Utah that are capable of separating recyclables from solid waste.

### Does my hauler actually recycle my recyclable materials?

Salt Lake City's list of authorized waste haulers must provide quarterly data on volume and tons of recyclables and compostables (where applicable). The simple fact is that waste haulers that don't recycle are literally throwing money away, as it costs more to dispose of material in a landfill than it does to recycle it.

### Can I just take my trash and recyclables home and use my curbside cans?

No, if your property produces more than 4 cubic yards of waste, you will need to contract with an authorized hauler that is permitted by the Salt Lake Health Department to haul waste. Fees from Salt Lake City residents pay for curbside waste. Businesses should pay for their waste as well.

### There is no room for additional dumpsters on my property. What happens now?

If your business or multi-family property generates 4 or more cubic yards of waste and recycling but you don't

**"Salt Lake City is a leader in sustainability. Making recycling an everyday part of life for residents, employees and visitors is a win-win for everyone, and it brings us closer to our goal of zero-waste by 2040."**

*—Salt Lake City Mayor Jackie Biskupski*

have space at your property, consider sharing a recycling dumpster with neighboring businesses or properties. You are allowed under City code to voluntarily convert a parking space for a recycling container. An exemption may be possible if, upon inspection, the City determines there is not adequate space for the option of shared recycling dumpsters, or if compliance would result in a code violation.

### Can I request an exemption from recycling for my business?

If you can demonstrate that your business does not generate 4 cubic yards of waste per week, the Director of Sustainability may grant an exemption. Multi-family housing properties that qualify for housing tax credits, such as Section 8 vouchers, may qualify for an exemption under certain circumstances. Please contact Sanitation at [slcrecycles@slcgov.com](mailto:slcrecycles@slcgov.com).

### Do I get charged a fee if my recycling dumpster or cans have contamination in it?

Your waste hauler may impose a fee for contamination, but only if it exceeds 25% of the recyclable material. Haulers have a vested interest in helping you recycle successfully and may offer educational material to help your tenants, employees and customers. The City's Sanitation, Education and Enforcement Team is also available for onsite consultation.

### Are there fines for not being in compliance?

The amendment went into effect January 4, 2016. Businesses and multi-family properties are allowed two years from the effective date – until January 4, 2018 – to implement recycling, and the City is taking an education-first approach to compliance.

### Can I get recycling cans from Salt Lake City Sanitation?

Small businesses or multi-family properties may be eligible to subscribe to Salt Lake City's recycling collection services if it requires no more than 2 recycling cans and is located near an existing residential collection route. Certain location conditions and qualification restrictions may apply.

**Please contact Salt Lake City Sanitation at (801) 535-6984 for more information.**



# CASE STUDY: 170 SOUTH MAIN COMMERCIAL OFFICE SPACE

## Stats & Facts:

- Primary hauler: Momentum Recycling and Commercial Lighting
- Two six-yard dumpsters for cardboard and one 6-yard dumpster for mixed recyclables (picked up three times per week), three 30-gallon containers for glass (picked up twice per month) and one two-gallon bucket for batteries (picked up as needed).

## Key Challenges:

- Not enough people were using glass recycling services in the beginning.
- Educating employees about what material can be recycled.
- Recycling bins are susceptible to contamination from food waste or trash due to large size of office building.

## Best Practices:

- Recycling containers are placed at all employee workstations, and break rooms have larger recycling bins.
- Worked with janitorial company to coordinate emptying recycling bins each day and placing in appropriate containers.
- Placed posters in break room indicating what materials can be recycled.
- Assists employees who inquire about recycling mini-fridges and other small appliances.



## Consumer Education & Engagement:

- Sent reminders about recycling to employees and tenants, and educated employees about the benefits of recycling through posted signs and other communications.

## Special Event: Earth Day:

- Organized weeklong recycling event in honor of Earth Day, bringing in electronic waste recycling and secure shredding bins and hosting a clothing drive, in addition to regular recycling efforts. Employees were encouraged to clean out their workspaces as well as bring in any items from home.
- Earth Day event generated 3,546.6 pounds of electronics and 7,160 pounds of shredded paper, all of which was recycled. In addition, seven boxes and 20 bags of clothing were donated to the Rescue Mission of Salt Lake.





# CASE STUDY: WASATCH TOURING OUTDOOR SPORTS RETAILER

## Stats & Facts:

- Primary hauler: Republic Services
- 90% of waste stream is recyclable, with a large percentage of paper and cardboard.
- One 4-yard dumpster for recycling and one 3-yard dumpster for landfill items, picked up monthly.
- Waste diversion through recycling allowed the business to downsize their large garbage dumpster on site.

## Key Challenges:

- Inventory of outdoor sports equipment is delivered in lots of protective packaging, mostly in the form of cardboard and Styrofoam.
- Dynamic store environment can make reinforcing recycling behavior a challenge.
- Inventory includes hard-to-recycle items, like mechanical and bike parts.



## Best Practices:

- Recycling bins are always paired next to garbage bins and are placed at every workstation – inventory stockroom, management offices, maintenance workshop and cashier's desk.
- Wasatch Touring donates all spare, usable bike components to the Bicycle Collective, a local nonprofit organization that provides refurbished bikes and educational opportunities to the community.
- Works with local outdoor suppliers to retrieve and transport inventory on their own, reducing the need for pallets and other materials associated with conventional shipping practices.
- Subscribes to Salt Lake City's weekly curbside recycling service to capture mixed recyclables, which are not captured through their monthly recycling hauler (provider collects paper products only).

## Consumer Education & Engagement:

- All new hires are oriented to what materials are recyclable and where all recycling bins are located. Staff also are in charge of emptying recycling bins into the dumpster each day, a regular routine that keeps employees mindful of the store's recycling practices.



# CASE STUDY: LE CROISSANT CATERING CATERING COMPANY

## Stats & Facts:

- Primary hauler: Momentum Recycling
- 90% of waste stream is diverted from the landfill through mixed recycling, glass recycling and composting.
- Two 8-yard recycling dumpsters and four 65-gallon green waste bins picked up twice per week, and two 65-gallon glass bins picked up once per week.

## Key Challenges:

- Educating employees about what material can be recycled.
- Implementing a streamlined recycling process in a busy kitchen setting.
- A significant portion of waste stream is created at off-site catering events.



## Best Practices:

- Consulted with their recycling provider, who helped analyze their waste stream and determine what combination of recycling services would maximize their waste diversion.
- Since their kitchen produces an average 150 pounds of food waste per day, Le Croissant incorporated composting service to divert food waste from the landfill.
- Recycling and composting bins are placed at all employee workstations so they are always within arm's reach.
- Provides reusable utensils and dishware at catering events, which significantly reduces their off-site waste stream.

## Consumer Education & Engagement:

- All waste and recycling bins at their facility are clearly labeled with images to show what goes into each bin. This is especially important since Le Croissant diverts waste using several different types of recycling (mixed, glass) and food waste composting.
- Le Croissant features information about their environmental initiatives on their website, highlighting these practices and using it as a tool to attract "eco-chic" events.



# CASE STUDY: ARTSPACE NONPROFIT DEVELOPER

## Stats & Facts:

- Primary haulers: Momentum Recycling
- 38% of waste stream is diverted from the landfill through mixed recycling, glass recycling and green waste.
- Two 4-yard dumpsters for mixed recycling, picked up 5 days per week.
- Two 64-gallon cans for glass recycling and one for green waste, picked up 1-2 times per week.

## Key Challenges:

- Artspace has faced minimal challenges because part of their mission is to build and maintain buildings that have a positive impact on the social and physical landscape. As such, most tenants have sought out a sustainable building and are already eager to recycle.
- Occasional fluctuations lead to excess mixed recycling and overflow



## Best Practices:

- Signs posted outside of trash room to inform tenants about what is recyclable.
- Provides recycling bins next to every trash bin to strongly encourage recycling.
- Numerous buildings with sustainable initiatives, including LEED Gold certification, onsite solar production, low water plants and community gardens. By establishing itself as a sustainable building option, Artspace attracts tenants who are committed to recycling and sustainability.

## Consumer Education & Engagement:

- Educates tenants on recycling services in move-in paperwork and posts signs near recycling bins explaining what can be recycled.



## APPENDIX

- A1 Verifying questions to ask your hauler
- A2 Sample recycling plan
- A3 Sample kick-off email memo to employees
- A4 Sample email memo for tenants at business property
- A5 Sample email memo for tenants at multi-family property
- A6 Sample signs and templates
- A7 Additional resources



## Verifying questions to ask your hauler

- Where does my material go after it is collected?
- How is it sorted and processed?
- Are reports or diversion metrics available?
- Is onsite training available and will you work to educate management and staff at my business or multi-family property?
- Can you provide indoor recycling bins and storage?
- Will you help to identify better ways to handle waste as well as additional recycling and waste diversion opportunities?





## Sample recycling plan

A recycling plan is required for compliance with the Business & Multi-Family Recycling Ordinance. Your recycling plan should include the following:

- Names of all waste and recycling service providers
- Frequency of services
- Waste disposal and recycling facilities used
- Location, types and sizes of waste and recycling containers
- Methods used to promote recycling, including labels, signs and other educational materials.

## Recycling Plan

### Property

Property Name: Acme Moving Company  
 Contact Name: Joe Meeks  
 Contact Number: (801) 234-5678

### Material Recycled

- Office paper, Newsprint, Cardboard,
- Packing material, Plastic wrap

### Education Plan & Material

- 8.5 x 11 recycling posters above break room, meeting room, and hallway waste cans
- Stickers on employee waste cans
- Large plastic film and wrap poster above bin and throughout the warehouse
- Copy of recycling plan given to each employee on hire
- Crew shift leaders will monitor recycling and check bins periodically

### Recycling Containers

- 8-gallon blue recycling can at each desk
- 13-gallon blue recycling cans in hallway, break room, and meeting room
- Eight 60-gallon barrels for plastic wrap and film in warehouse

### Waste Hauler

Provider Name: Joe's Waste & Recycling  
 Material(s): Mixed recycling, plastic film  
 Container(s): One 4-yard garbage dumpster in parking area  
 One 4-yard plastic film and wrap dumpster at loading dock  
 One 8-yard recycling dumpster at loading dock

Garbage?

YES



Tissues, napkins,  
paper plates



Meat, dairy &  
non-compostable  
food waste



Filters



Cat litter or animal  
waste (bagged)



Food wrappers



Biodegradable/  
compostable  
packaging

Recycle?

YES



Boxes



Paper



Cardboard packaging



Cans



Paper Bags



Plastic



Phonebooks

### Collection Schedule

Dumpsters are collected 1x per week on Monday

### Recycling Facility

Superior Recycling  
 (801) 123-4567

### Plan Date

January 17, 2016





## Sample kick-off email memo to employees

**As of [DATE], [BUSINESS NAME] recycles!**

On [DATE], [BUSINESS] will begin a new office recycling program. We are excited to launch this new program, which will help us divert waste and do our part to reduce our impact on the local community.

The recycling program is simple and straightforward – and it will require a few small changes in our daily habits.

**Work stations.** Each of you will have a new blue recycling container located at your work area.

**Common areas.** We are also placing [COLOR] containers in the [KITCHEN, LUNCH ROOM, CAFETERIA, CONFERENCE ROOMS, OTHER SPECIFIC SITES].

Please make an extra effort to recycle the following items commonly found in our office:

- Paper of any kind (newspaper, printer paper, magazines, letters)
- Cans (beverage, soup, etc.)
- Cardboard of any kind
- Plastic containers marked #1 - #7 (no plastic bags or Styrofoam)
- [OTHER ITEMS]

On [DATE] we will hold a series of brief 15 minute recycling program orientation meetings for all employees in [PLACE]. Sessions will run [DETAILS].

The success of the program is on all of our shoulders! [BUSINESS] remains committed to environmental stewardship and leading by example. Thank you in advance for your support. If you have any questions, please direct them to [PERSON].



## Sample email memo for tenants at business property

### As of [DATE], [BUILDING NAME] recycles!

On [DATE], [BUILDING] will begin a new recycling program. We are excited to launch this new program, which will help us divert waste and do our part to reduce our impact on the local community.

The recycling program is simple and straightforward – and it will require a few small changes in our daily habits.

**Work stations.** Each of you will have a new blue recycling container located at your work area.

**Common areas.** We are also placing [COLOR] containers in the [KITCHEN, LUNCH ROOM, CAFETERIA, CONFERENCE ROOMS, OTHER SPECIFIC SITES].

Please make an extra effort to recycle the following items:

- Paper of any kind (newspaper, printer paper, magazines, letters)
- Cans (beverage, soup, etc.)
- Cardboard of any kind
- Plastic containers marked #1 - #7 (no plastic bags or Styrofoam)
- OTHER ITEMS

We encourage you to hold a series of brief 15 minute recycling program orientation meetings for all employees, and post information about this recycling program throughout your workspace.

The success of the program is on all of our shoulders! [BUILDING MANAGEMENT COMPANY] remains committed to environmental stewardship and leading by example. Thank you in advance for your support. If you have any questions, please direct them to [PERSON].

### SOMETHING TO CONSIDER: RECYCLING ADDENDUM

In an effort to encourage recycling efforts, landlords may consider including a recycling requirement in new lease agreements. The addendum could include program notification language, clear instructions for placement and use of recycling containers and tenant acknowledgement.



## Sample email memo for tenants at multi-family property

**As of [DATE], [BUILDING NAME] recycles!**

On [DATE], [PROPERTY] will begin a new recycling program. We are excited to launch this new program, which will help us divert waste and do our part to reduce our impact on the local community.

The recycling program is simple and straightforward – and it will require a few small changes in our daily habits.

Recycling bins available for all tenants are located at [LOCATION].

Please make an extra effort to recycle the following commonly used items:

- Paper of any kind (newspaper, printer paper, magazines, letters)
- Cans (beverage, soup, etc.)
- Cardboard of any kind
- Plastic containers marked #1 - #7 (no plastic bags or Styrofoam)
- OTHER ITEMS

Included in this packet is a [FLYER, MAGNET, ETC.] featuring the items that are now recyclable. Please take a moment to review what should go in your new recycling bin and place this flyer somewhere you can refer to it often.

The success of the program is on all of our shoulders! [PROPERTY NAME] remains committed to environmental stewardship and leading by example. Thank you in advance for your support. If you have any questions, please direct them to [PERSON].



## Samples signs and templates

# Garbage?

## YES

 <p>Tissues, napkins, paper plates</p>	 <p>Meat, dairy &amp; non-compostable food waste</p>	 <p>Filters</p>
 <p>Cat litter or animal waste (bagged)</p>	 <p>Food wrappers</p>	 <p>Biodegradable/ compostable packaging</p>

# Recycle?

## YES

 <p>Boxes</p>	 <p>Paper</p>	 <p>Cardboard packaging</p>	
 <p>Cans</p>	 <p>Paper Bags</p>	 <p>Plastic</p>	 <p>Phonebooks</p>

## Additional Resources



### Keep America Beautiful Recycling at Work campaign

<http://recyclingatwork.org>

Recycling at Work is an initiative by Keep America Beautiful to support businesses that want to increase recycling in the workplace. Recycling at Work offers action plans, discounts on recycling bins and other valuable tools to start and expand workplace recycling. A key focus of the program materials and tools is more effective employee engagement.



### Utah Recycling Alliance

<http://utahrecyclingalliance.org>

The Utah Recycling Alliance (URA) is a nonprofit organization whose mission is to empower people, organizations and communities statewide to create a zero waste lifestyle by building successful models and practices that promote reuse, recycling and resource conservation. Visit their website for information on local recycling resources and upcoming special events.



### Recycling Coalition of Utah

<http://utahrecycles.org>

RCU is a coalition of municipalities, businesses, institutions and individuals committed to improving recycling in Utah. As the State of Utah's official resource on recycling, RCU provides value to existing and new members committed to increasing and improving recycling, conservation and solid waste reduction in Utah.



### Salt Lake County Landfill

<http://slco.org/landfill>

The Salt Lake County Landfill is open Monday-Saturday from 7:00 a.m. to 5:00 p.m. and accepts all municipal solid waste, including household hazardous waste and green waste (compost). Learn more about hard-to-recycle items and associated fees on their website, or by calling (385) 468-6370.

### Salt Lake County Health Department

<http://slcohealth.org/programs/environmentalHealth>

Salt Lake County's Environmental Health Bureau manages environmental health regulations for Salt Lake County, including Sanitation and Safety and Water Quality and Hazardous Waste.



### Energy Star

[https://www.energystar.gov/buildings/owners\\_and\\_managers/existing\\_buildings/use\\_portfolio\\_manager/track\\_waste\\_materials](https://www.energystar.gov/buildings/owners_and_managers/existing_buildings/use_portfolio_manager/track_waste_materials)

Energy Star's Portfolio Manager helps organizations benchmark and improve energy performance, track waste, prioritize efficiency measures and verify energy reductions. Visit their website to find resources and begin tracking waste and materials today.



**SLCgreen**

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