

2012

Marin Sanitary Service

Conservation - Our Earth, Our Mission, Our Job



PROPERTY MANAGER GUIDE
YOU HOLD THE KEY TO SUCCESS!

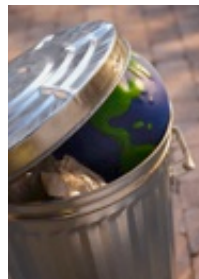
REDUCE REUSE RECYCLE

As the owner or manager, you see how much trash your tenants throw away. More garbage means a higher garbage bill. The cost is high for the environment too! Fortunately, you can save money and the environment by using this tool kit.

This Recycling Guide is designed to help you implement a successful recycling program in your building.

RECYCLING PROGRAM BASICS

- ❖ Curbside Carts for recycling are provided and serviced at no charge. To make changes to the existing garbage or recycling service, contact customer service at Marin Sanitary Service at 456-2601.
- ❖ For a list of materials accepted for recycling, visit www.marinsanitary.com Material Collection Guidelines under Commercial Recycling.
- ❖ Many materials not accepted in the curbside recycling program can still be reused or dropped off for recycling or reuse at other facilities. (See *Helpful Contacts on last page*).



MULTIFAMILY UNIT
RECYCLING GUIDE

Online Tool Kit

Sample Tenant Welcome Letters

Includes a Welcome letter from MSS with on Recycling Services and a modifiable letter from the Property Manager on recycling expectations. Includes a

Sample Tenant Lease Language

Provides sample lease language detailing the new mandatory recycling ordinance and explaining the recycling expectations and procedures at your apartment complex.

Move-In Packet

Helps provide tenants with the information they need to properly sort and dispose of recyclable items, reusable items, hazardous waste, and garbage when they move into their new apartment.

Signs, Posters & Labels

Downloadable signs, posters to place around the complex to remind tenants how and where to recycle materials.

Move-Out Flyer

Provides information to help tenants reduce waste when they leave the apartment complex.

Not only is recycling good for the earth, it is the law!

Mandatory Recycling Laws

Garbage in the landfill generates green house gases that are responsible for global warming. California's Global Warming Solutions Act (AB32) required cities to adopt mandatory commercial recycling ordinances. As part of this effort, AB 341 will require Multi-family apartment buildings with five or more units to arrange for recycling services beginning July 1, 2012. AB 818, the Renter's Right to Recycle, requires property owners to educate tenants about recycling.



Climate Action Connection

Promoting recycling helps keep recyclable materials out of landfills. This conserves resources, extends the life of the landfill, saves owners money and reduces the potential generation of greenhouse gases.

Save Resources and Help the Environment

You can save money by recycling more and disposing less. This is because recycling is free and garbage disposal costs money. Recycling conserves resources

and reduces greenhouse gas emissions. It extends the life of our landfills and helps create a healthy environment for our community and future generations.

Marin Sanitary Service wants to help make your program successful!

- ❖ Make sure the dumpsters and carts on the property are the correct sizes for your building.
- ❖ Make sure the service level is adequate for the recycling and garbage needs.
- ❖ Reducing contamination will keep recyclables from the landfill!
- ❖ Make sure tenants understand how to sort properly and where to empty their recycling bags.
- ❖ Have clear signage on and around recycling containers.





Tips For Setting Up A Successful Recycling Program



- ✓ Introduce tenants to the recycling program before they sign the lease and set a positive tone early on.
- ✓ Introduce new tenants to the recycling program as soon as they move in.
- ✓ Give tenants a walk-through of the recycling area(s) around the apartment complex. If you have one, provide tenants with a map of the recycling locations.
- ✓ Make sure recycling locations are clearly marked and easy to access.
- ✓ Emphasize that recycling and other waste reduction efforts are part of the expectations of being a good tenant and neighbor.

Successful Recycling

Be Consistent

You will need to reeducate tenants frequently to ensure your program's success. You can use the posters, flyers, and signs in the tool kit to remind tenants how to properly sort materials, collect them, and transport them to the recycling and garbage drop off locations.

Build interest

Let tenants know how important their efforts are. Make them feel part of the team to keep their community clean and litter free. Present the environmental benefits of recycling and waste reduction. Come up with a catchy slogan or contents to foster ownership and build a sense of community. Set a goal as a community and track the progress to let tenants know how they are doing.

Involve Residents & Maintenance Staff

Recruit interested tenants and staff to help monitor the recycling containers, hand out informational flyers, talk to tenants about the program, and report problems. Encourage these individuals to help solve problems and improve the program. Regularly solicit feedback from tenants.

Talk to other property managers

See how others in the neighborhood are increasing their recycling efforts and ask them for suggestions.

Encourage Reuse

Reuse is better than recycling

Most residents do not have a lot of storage space. When they need to get rid of items, they often place them in or around the garbage dumpsters. You can encourage tenants to donate the items to local charities by providing them the telephone numbers. You can also arrange for regular pick ups of these items at your apartment building.

Reuse Contacts

Goodstuff Thrift Store

1701 4th St., San Rafael, CA
Drop off (415) 456-4227
Everyday 11am to 5pm

Hospice Hodgepodge Thrift Gift & Collectible Shop

1557 4th, San Rafael, CA
(415) 459-4686
Mon-Sat 9:30am to 4:30pm

Salvation Army

350 Fourth St., San Rafael, CA
(415)-454-7201 for pick up service call 1-800-95TRUCK
Mon-Sat 9am to 4pm

iReuse

Material Removing Service

<http://www.ireuse.com/site/index.php/about/reuse-center/>

Hazardous & Electronic Waste Disposal



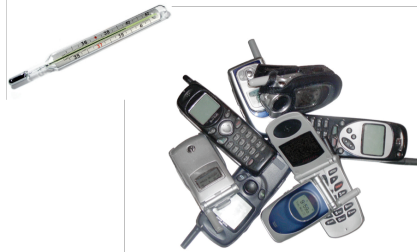
Before You Break the Law

**Throwing hazardous waste in
the trash is ILLEGAL.**

California has the most restrictive rules when it comes to disposing of hazardous waste, especially batteries. In 2000 Cal/EPA adopted new regulations governing “universal waste,” common household waste that is hazardous to people or the environment, in an attempt to prevent their disposal in regular trash. Please educate your tenants about proper hazardous waste disposal.



Common Household Hazardous Waste Items



HOW TO REACH US

Helpful Contacts

Public Indoor Dump

Marin Resource Recovery Center

565 Jacoby St.
San Rafael, CA 94901
Phone: (415) 485-5646



Garbage, Recycling, Yard & Food Waste Collection:

Marin Sanitary Service

1050 Andersen Drive.
San Rafael, CA 94901
Phone: (415) 456-2601



To Drop off and Sell Recycling:

Marin Recycling & Buyback Center

535 Jacoby St.
San Rafael, CA 94901
Phone: (415) 453-1404



Want more information of recycling in the county?

Visit The Marin Hazardous and
Solid Waste JPA website at
<http://www.marinrecycles.org/>

Household Hazardous & Electronic Waste Drop off:

Marin Household Hazardous Waste Facility

565 Jacoby St. San Rafael, CA 94901 Phone: (415) 485-6806

Bulky Item Disposal

COMMUNITY INFORMATION

Helpful Websites

Stop Junk Mail

It takes 17 trees to make a ton of paper. That means nearly 100 million trees get used for junk mail every year in the U.S. Let's keep the trees in the forest, and get the junk mail out of your life. Visit the site below to learn how.

<http://www.stopjunkmail.org>



City of San Rafael:

<http://www.cityofsanrafael.org/>

County of Marin:



<http://www.co.marin.ca.us/>



County of Marin:

<http://www.zerowastemarin.org/>



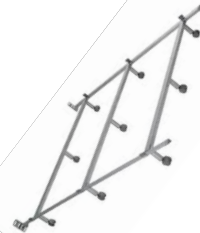
Want information on free materials exchange?

Visit Marin Max at
<http://www.marinmax.org/>

Bulky items should not be left *on* or *in* the garbage dumpsters. Tenants should be encouraged to bring these items to the Marin Resource Recovery Center if they cannot be donated and picked up by a local charity (*See Reuse Contacts on page 3*).

If bulky items continually end up in your garbage dumpster, you may want to consider periodically renting a debris box and encouraging tenants to fill it with unwanted/unusable/non-hazardous items. This could serve as an incentive to recycle and will encourage people to properly discard items.

Commonly Discarded Bulky items



Please no bulky items in the dumpsters!

Public Indoor Dump:

Marin Resource Recovery Center
565 Jacoby St. San Rafael, CA 94901
Phone: (415) 458-5646

