

# Multi-Family Property Manager Guide

As a property owner or manager, you often see how much garbage your residents throw away. You also know that more garbage can mean a higher bill – and the environment pays a price too. We hope this guide provides you with everything you need to implement a successful recycling, compost and garbage collection program at your property.

**Note:** If your property does not currently have a compost program, all organic material needs to go into the garbage. If your property is interested in implementing an organics collection program, please contact Recology San Mateo County.



## Tips for Setting Up a Successful Program

- ✓ **Set a supportive tone about recycling!**  
Emphasize how recycling and waste reduction efforts are part of your property's good neighbor practice, especially with new residents.
- ✓ Provide residents with a map of the complex with the recycling and garbage location(s) clearly marked.
- ✓ Hand out "Move-In" or "Move-Out" flyers as appropriate.



## Laws

### AB 341 (Commercial Recycling)

This California law mandates recycling for all multi-family dwellings of 5 units or more. AB 341 is designed to reduce Greenhouse Gas (GHG) emissions in the State by 5 million metric tons of carbon dioxide (CO<sub>2</sub>).

### AB 1826 (Commercial Organics)

This California law mandates multi-family dwellings of 5 or more units to compost all yard waste and landscape materials generated on-site. The goal of this legislation is to help California reach its goal of 75% waste diversion by 2020 by not sending organic materials to landfill, which helps reduce GHG emissions.



## Help Offset Your Costs!

By increasing recycling and adding compost collection at your property, it's possible to lower your monthly collection costs. Compost services may be offered at a reduced rate.

## Available Tools/Resources

### Recycling Buddy Bags



These sturdy, large capacity bags make it convenient for your residents to store recyclables until they are ready to empty them into the centralized blue

Recycle carts or bins. Buddy Bags are provided at no additional charge.

### Blue Slim Jim (Internal) Containers



Encourage recycling throughout your property by placing internal recycling containers in central locations, such as a mail room, laundry room, and/or clubhouse. Internal

containers are subject to availability, provided in limited quantities, and at no additional charge.

### Kitchen Pails



These kitchen pails are a convenient way to collect food scraps, soiled paper products, and other compostable materials before tossing them into the green Compost cart or

bin. ONLY for complexes with compost collection. Offered at no charge.

### Poster/Dock Signs

Utilize picture-heavy signage with minimal text to get the recycling message across most effectively. Place signage in strategic areas so residents are able to clearly see the message.



### Battery and Cell Phone Bucket(s)



Help residents properly dispose of batteries and cell phones. Establish a centrally located collection at your property – a lobby, multi-use room, mail room or clubhouse. When you're

ready to schedule a collection, contact Recology San Mateo County, who will collect the bucket from a mutually agreed upon location. Offered at no charge.

### Holiday Tree Collection



Trees can be collected in piles or in a drop box for no additional charge between December 26 – January 31. Please call Recology San Mateo County to arrange for collection of holiday trees.

## Bulky Item Collection (BIC) – Must Be Coordinated by Property Manager



Two free BICs are allowed per calendar year per multi-family complex for large item such as electronic waste, appliances, mattresses and furniture. If you anticipate a large amount of materials, you can schedule your two free BICs for the same day. Recology will schedule an on-site assessment to determine the location and size of container(s) needed.

**NON-ACCEPTABLE** items: household hazardous waste (paint, fluorescent lights, auto batteries, etc.), dirt, rock and concrete.

**Please contact Recology San Mateo County if you are interested in any of the programs or services listed above.**

## Household Hazardous Waste (HHW)



San Mateo County offers hazardous waste programs for residents and businesses.

HHW cannot be disposed of in recycling, compost or garbage containers. Residents can dispose of their HHW via the San Mateo County HHW Program. Residents must schedule an appointment at [smchealth.org/hhw](http://smchealth.org/hhw) or by calling (650) 363-4718.

Property Managers/Owners are categorized as a business and may be able to use San Mateo County's Very Small Quantity Generator (VSQG) Program for their hazardous waste disposal. For fees and more information, visit [smchealth.org/vsqq](http://smchealth.org/vsqq) or call (650) 372-6200 for more information.

- Accepted items include: cleaners, paint, fluorescent lights, pesticides, batteries, used motor oil and filters, and aerosols.
- Not accepted items: electronic waste, medicines, asbestos and explosives.
- Residents with batteries, latex and oil-based paint, electronic waste or fluorescent lights can visit the Shoreway Environmental Center for free drop-off.



RethinkWaste is your regional public agency that owns the 16-acre Shoreway Environmental Center in San Carlos and manages our two major contractors: Recology and South Bay Recycling.  
(650) 802-3500  
[RethinkWaste.org](http://RethinkWaste.org)



For questions about your garbage bill or to schedule collection services:  
(650) 595-3900  
[carts@recology.com](mailto:carts@recology.com)  
Recology.com



For questions about the Shoreway Environmental Center (hours of operations, materials accepted, disposal and buy back rates, etc.):  
(650) 802-8355  
[SBRecycling.net](http://SBRecycling.net)