

Multi-Family Property Manager Guide

As a property owner or manager, you often see how much waste your residents generate. We hope this guide provides you with everything you need to implement a successful recycle, compost, and garbage collection program at your property.



State Organics Law

Senate Bill 1383 (SB 1383) is a law enacted by the State of California to reduce potent greenhouse gas emissions by reducing organic materials (i.e. food waste, soiled paper products, and yard trimmings) from going to the landfill. **SB 1383 requires multi-family dwellings to have a separate container available for residents to divert these materials away from the landfill.**

Property owners/managers are required to:

- Ensure proper sorting of materials in the landfill, recycling, and compost containers.
- Inform new tenants of the requirements to properly sort their waste in the containers. Tenants must be informed within 14 days of move-in.
- Provide annual reminders of properly sorting waste.

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- Regulations require jurisdictions to impose penalties for customers not participating in a compost collection program.
- Route Reviews - contamination monitoring will consist of auditing containers to ensure proper sorting.



Tips for Setting Up a Successful Program

- ✓ Set a supportive tone among residents about recycling and composting. 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 recycle, compost, garbage, and battery/cell phone drop-off location(s) clearly marked.
- ✓ Hand out "Move-In" or "Move-Out" flyers as appropriate. Contact Recology for flyers if needed.



Available Tools/Resources — Offered at No Additional Charge

Recycling Buddy Bags



Recyclable items must be loose in the recycle cart/bin. Buddy Bags make it convenient for residents to store recyclables until they are ready to empty them into the centralized blue Recycle cart/bin.

Kitchen Pails



Kitchen pails are a convenient way to collect food scraps, soiled paper products, and plant trimmings before tossing them into the green Compost cart/bin.

Battery & Cell Phone Bucket(s)



Battery and cell phone collection buckets provide an easy way to dispose of these items safely. Collection buckets can be placed in a common area such as a lobby, multi-use room, mail room, or clubhouse. When you're ready to schedule a collection, contact Recology who will collect the bucket from a mutually agreed upon location.

Internal Containers



Encourage recycling and composting throughout your property by placing internal containers in central locations, such as a mail room, laundry room, and/or clubhouse. Internal containers are subject to availability and provided in limited quantities.

Poster/Dock Signs

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



Holiday Tree Collection



Trees can be collected in centrally located areas, on-site compost containers, or in a debris box at no additional charge between January 2 and January 31. Please call Recology 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 items such as electronics, 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. Individual bulky item pick-up can be scheduled for a fee. Contact Recology at (650) 595-3900 for pricing and to schedule.

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

Free Drop-off at the Shoreway Public Recycling Center

- Batteries (household, lithium ion and car)
- Electronics (computers, TVs, other consumer electronics)
- Latex & oil-based paint (up to 10 gallons)
- Used motor oil (up to 15 gallons) & oil filters
- Mattresses (up to 5 mattresses, drop off at the Shoreway Transfer Station)

Please share this information with your tenants.

For information on hours, location, and accepted items, visit RethinkWaste.org/PRC



RethinkWaste is your regional public agency that owns the Shoreway Environmental Center in San Carlos and manages our two major contractors: Recology and South Bayside Industries. **(650) 802-3500**
RethinkWaste.org



Recology is your collection company for recycle, compost and garbage. If you are interested in any of the services above: **(650) 595-3900**
Recology.com



For questions about the Shoreway Environmental Center (hours, rates, materials accepted, etc.): **(650) 802-8355**
SouthBaysideIndustries.com