

REQUIRED RECYCLABLES

Chapter 50.04 (B) 2c



Recycling Toolkit



For Multi-Family Properties



Public Works Department
1600 South Park Road
Hollywood, FL 33021
Phone (954) 967 4546
<http://www.hollywoodfl.org/>

**PUBLIC WORKS DEPARTMENT
ENVIRONMENTAL SERVICES DIVISION**



MANDATORY RECYCLING ORDINANCE

In 2015, in partnership with the City's Green Team Advisory Committee, the Public Works Department modified the City Ordinances to mandate recycling for all new and existing multi-family properties and businesses within Hollywood.

Chapter 50 of the City Ordinance requires that all multi-family unit owners, landlords, agents, and associations comply to the following phrases:

1. Provide an on-site recycling program, which separates recycling from garbage at the source (*Chapter 50.04 (B) 2a-c*)
2. Provide ongoing education programs on recycling practices annually (*Chapter 50.04 (B) 2c*)



3. Submit evidence that an ongoing recycling education program exists (*Chapter 50.04 (B) 2c*)

BULK, YARD, AND ELECTRONIC WASTE

Hollywood Residents can drop off electronic, bulk, and yard waste to Broward County's Household Hazardous Waste Drop-off. Proof of Residency Required.
Every Saturday 8am-4pm at 5601 Hallandale Beach Blvd, West Park, FL
Check out www.earth911.com for other disposal options.



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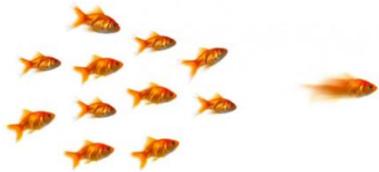
4 Steps to Implementing Your Successful Recycling Program

STEP 1: UNDERSTAND YOUR WASTE SYSTEM

Your multi-family property has a system to manage its waste. To implement, a successful recycling program it is important to understand how much waste your tenant and staff currently produce.

Collect past invoices from your hauler and look in current containers to get ready to plan your recycling program:

- The number of containers on your property
- The size of containers
- The number of times of week the containers are service
- The fullness of containers when they are serviced
- The cost to collect containers per week



STEP 2: DEVELOP A RECYCLING PROGRAM

Identify Leaders: Recycling program leaders are residents, board members, or staff members who help other people recycle by training and engaging them. Assign a staff member to communicate with haulers.

Prepare to meet with Hauler: After collecting all the information, program leaders can fill out [Preparing to Work with Your Hauler](#)

[Worksheet](#). You will find out how much waste your property generates, how much recycling service you may need and what are the related costs. For once a week collection, the norm is to provide ¼ cubic yard container capacity for every three residents; Half of it for garbage and the other half for recycling. Then add 25%-35% more capacity for increased volumes during the holidays.

Placing your containers in a safe, code-compliant area is important. Ensure that recycling containers are placed as close as possible to the garbage cans. The areas should be easily accessible. To ensure clearance, it is recommended to store bins underground unless the ceilings are 20ft or higher. If storing containers in a parking lot ensure that, the walls are enclosed as outlined in the City Ordinance.

Contact a Hauler: Then, program leaders can obtain price quotes from one of the [City's Permitted Haulers](#). To find the best quotes, let haulers know that you are shopping around.

HOW MUCH SERVICE DO YOU NEED?

¼ Cubic Yard of Container Capacity for every 3 residents

EXAMPLE

300 Residents x 0.25 cubic yard container capacity per every 3 residents ÷ 3 = 25 cubic yards of container capacity

Ask other buildings and friends about their experience with different companies to find the best fit for you.



WHAT TO ASK A HAULER

1. How your items need to be prepared for pick up.
2. Do they offer waste audits, signage, educational materials or training?
3. How they would handle different situations such as (1) pick-ups during severe weather, (2) holiday pick-ups, (3) overflowing containers, (4) contamination?
4. Understand your contract length, contract cancellation terms and contract renewal terms
5. Can you change container size or frequency of pick-up without penalty?
6. Will containers be clearly marked indicating what should be placed in them?
7. Can extra bins/containers be provided for special events? At what cost?
8. If your volume of trash decreases during the contractual period, can you get a rate reduction?
9. What price increases are allowed during the contract period?
10. What equipment and containers will the contractor provide?
11. What are your options if the hauler does not meet your performance standards?



Visit the City's Website for more education and tracking tools.

STEP 3: ENGAGE YOUR STAFF AND RESIDENTS

Educate staff and residents on how to recycle by placing clear and visible signage on or next to the recycling bin. Inform residents about how to store recyclables in their units. Recycling education can include the following:

1. Training residents in small groups
2. Creating a volunteer team that educates residents about recycling door-to-door or in meetings
3. Placing recycling information on your website or sharing information on the City's website
4. Distributing newsletters, brochures, door hangers, posters, fliers
5. Organize recycling challenges and zero waste games, where residents who recycle the most or produce less waste win.

Ensure that your efforts state the benefits of recycling, what materials are accepted, how to prepare recyclables, and contact information. You must submit the [Commercial Recycling Evidence Form](#) by October 31, 2017.

STEP 4: MONITOR AND TRACK YOUR RECYCLING PROGRAM

Establish a schedule for monitoring your program's performance to the help you identify problems and track your goals. Share your challenges and progress with employees and tenants and work with them on program improvements. Ask yourself: Do you need more containers? Are there enough personnel? Are your participants sorting the recyclable materials correctly?