

Apartment Superintendents,
Property Managers & Owners

Recycling Guide

May 2013



Halton
REGION
Dial 311
www.halton.ca



Responsibilities

Halton Region

- Provide waste diversion tools:
 - Blue Bags for residents
 - Blue Bins for the building (including additional or replacement bins)
 - Promotional materials (including information booklets, posters, stickers)
- Provide up-to-date waste management information and promotional materials
- Provide support to Superintendents, Property Managers, Owners and Residents

Owners and Property Managers

- Provide Halton Region with up-to-date building contact information, including, owner name, address, phone number, fax number, email addresses, and on-site contact. Contact Halton Region by dialing 311 or 905-825-6000.
- Ensure proper waste diversion tools are available to residents.
- Establish easily accessible Recycling Areas.
- Ensure Blue Bins are located in an area that complies with the Ontario Fire Code and *Accessibility for Ontarians with Disabilities Act*.
- Provide new residents with waste diversion tools, including Blue Bag and information package.

Superintendents

- Establish easily accessible Recycling Areas to make waste diversion convenient for residents.
- Comply with the Ontario Fire Code regulations.
- Provide new residents with all waste diversion tools including, Blue Bag and information package.
- Contact Halton Region for additional waste diversion resources.
- Maintain the Recycling Areas:
 - Proper storage
 - Up-to-date posters and bin stickers
 - Clean bins and Recycling Areas on a regular basis
 - Monitor contamination and educate residents
 - Replace broken or lost bins by contacting Halton Region

To request additional or replacement materials, please access Halton Region by dialing 311 or 905-825-6000.

The Recycling Tools

Residents

Each resident will receive the following tools:



Blue Bag for recycling



Blue Bin Guide for Apartment Residents

Superintendents

Each superintendent will receive the following tools at the program's start:



Blue Bin for recycling
(360 litres)
(new or replacement)
approximately 1 per 7 units



Information Package:
- this booklet
- Blue Bin stickers
- Blue Bin posters
- Garbage Chute posters (if required)

Recycling Area

Depending on the design of your building, Recycling Areas may be located on each floor, in a centralized room, or outside. To encourage participation in waste diversion programs, Blue Bins should be as "easy" as garbage.

An ideal Recycling Area. The Blue Bin is clearly identified with stickers and signs, and can be easily accessed by residents.



Blue Bin

The Blue Bin is used to collect certain packaging items and paper for recycling. For a complete list of acceptable Blue Bin materials, see page 7.



Tools

- Blue Bins (shared between residents, number of bins depends on building size).
- Blue Bag (one per unit).

Storage

- Blue Bins will be set in a centralized, convenient location.
- Residents are to store their Blue Bag in a convenient location in their kitchen (under the sink or in a closet).
- Residents should empty the contents of their Blue Bag into the Blue Bin regularly.

Collection & Disposal

- Blue Bins must be accessible for collection by 7:00 a.m. on your building's collection day.
- Ensure there is no contamination in Blue Bins (please see page 7 for acceptable materials).
- Blue Bags are to be emptied by residents into the Blue Bins.

Garbage

After recycling, anything left over is garbage. Garbage is sent to the landfill. For a complete list of common Garbage materials, see page 7.

Recommendations

- Manage your building's garbage as you have in the past.
- This is an opportunity to communicate with residents about how the use of the Blue Bins will reduce the building's garbage.
- Communicate with residents about your building-specific garbage information, for example: how to properly dispose of pet waste such as kitty litter.

Maintenance

- Recycling can all go in the same Blue Bin, separating materials is not required.
- Wash Blue Bins with mild detergent regularly.
- Use a biodegradable enzyme spray to help keep bins clean.
- Bins can be professionally cleaned by an approved service provider. Contact for more information including fees.
 - VIP Bin Cleaning, 905-512-5893, www.vipbincleaning.ca
 - Binz 2B Cleaned, 905-827-7594, www.binz2bcleaned.com

Tips for Resident

Please refer to Blue Bin Guide for Apartment Residents booklet for information on program tips.



Tips

- Clean garbage rooms regularly.
- To avoid odours, encourage residents to rinse Styrofoam before placing them in the Garbage.
- Double bag diapers, sanitary products, and pet waste to reduce odours.

Other Ways to Reduce Your Building's Garbage

Additional waste diversion programs may be started by the Superintendent with permission from the Owner. It is the responsibility of the Superintendent to maintain these additional programs and ensure materials are being processed correctly.

Battery Recycling

Raw Materials Company (RMC) can provide your building with a small fibre drum (18" diameter x 24" height) to collect used rechargeable and single cell batteries, including alkaline, carbon zinc (9-volt, D, C AA, AAA), mercuric-oxide (button, some cylindrical and rectangular), silver oxide and zinc air (button), and lithium (9-volt, C, AA, coin and button). Cell phones are also accepted. Depending on the size of your building, monthly collection can be scheduled. Contact Andrew Paupst at 905-658-8234 or apaupst@rawmaterials.com to register and for more information.



Cell Phone, Ink & Toner Cartridge Recycling

Think Recycle can provide your building with a bin to collect old cell phones, and ink and toner cartridges. When the bin is filled, it goes in the mail (postage pre-paid) and the materials are recycled or refurbished. Monies generated from the recycling goes to local charities. Visit www.thinkrecycle.com for more information.



Electronics Recycling

Recycle Your Electronics is Ontario's e-waste diversion program, operated by Ontario Electronic Stewardship (OES). Through OES, you can arrange for a one-day special drop off day for tenants in the building's parking lot. Visit www.recycleyourelectronics.ca for more information.



Clothing Reuse

A number of community organizations are interested in providing opportunities to divert reusable clothing to apartment buildings. Some can provide a bin to be kept in the building's laundry room, while others are willing to host one-day special drop off days for tenants in the building's parking lot.

- **Canadian Diabetes Association** (Clothesline Program), 1-800-505-5525, Operations Manager
- **Clothing for Charity**, 905-639-9980, Operations Manager



Reuse Exchange

Twice a year (spring and fall), host a building-wide reuse exchange or garage sale. This can take place in the building's common room.

Used Liquor and Beer Containers

Most residents will bring their empty eligible wine, beer, liquor, alcohol and spirit bottles and containers to The Beer Store and claim a full refund of their deposit. If desired, start a collection program for these containers, with all proceeds going towards a building social committee or other activity.



Special Waste Collection

Bulk Waste

Apartment buildings that currently receive garbage collection through Halton Region are eligible for Bulk Waste collection. Common bulk waste items include furniture.



A large bin is left in the building's parking lot for a few days for apartment residents to use. Materials are then collected and disposed of.

To arrange for this service, superintendants may call Advantage Waste Systems at 1-877-910-2929 or visit www.advantagewastesystems.com for more information. Some limitations apply.

Metal & Appliances

Metal and appliances are not accepted for Garbage or Bulk Waste collection. Halton Region currently does not provide metal and appliance collection to apartment buildings. However, private collection of this material can be arranged.



Advantage Waste Systems provides metal and appliance collection free of charge to apartments. Superintendants may call 1-877-910-2929 or visit www.advantagewastesystems.com for more information.

Typically, an apartment building will arrange for metal and appliance collection once per year. A bin left in the building's parking lot for a few days for apartment residents to use. Materials are then collected and recycled.

Metal and appliance waste includes items such as:

- Air conditioners
- Barbeques (no propane tanks)
- Bicycles (no tires)
- De-humidifiers (drained)
- Dishwashers (drained, door removed)
- Dryers
- Metal bath tubs
- Metal furniture
- Metal shower enclosures
- Metal sinks
- Microwaves
- Refrigerators (doors removed)
- Stoves
- Washers (drained)

Electronic Waste

Electronics contain recyclable materials such as steel, glass, copper, aluminum, plastic and lead, and are not accepted for Garbage or Bulk Waste collection. Halton Region currently does not provide electronic waste collection to apartment buildings. However, private collection of this material can be arranged.



Advantage Waste Systems provides electronic waste collection free of charge to apartments. Superintendants may call 1-877-910-2929 or visit www.advantagewastesystems.com for more information.

An apartment may have a permanent electronic waste bin that is collected frequently, or can arrange for an electronic waste collection once per year. Materials are collected, shipped and processed through an Ontario Electronics Stewardship partner, ensuring environmentally friendly recycling. To find another service provider, visit www.recycleyourelectronics.ca.

Electronic waste includes items such as:

- Cameras
- Computers (desktop, laptop, monitors, CPUs)
- Printers
- Projectors
- Radios
- Receivers
- Scanners
- Speakers
- Telephones
- Televisions
- Tuners
- VCR players, DVD players

Bed Bug-Infested Belongings



When disposal is necessary, provide plastic to wrap bulk items and encourage residents to double-bag smaller items prior to their removal from infested units. Prevent re-use of infested items by damaging or marking "BED BUGS" on them. Visit www.bedbugsinfo.ca or dial 311 to contact the Halton Region Health Department.

Put Waste In Its Place

Blue Bin



Clear plastic "clam shell" containers



Black & clear plastic take-out containers



Cardboard cans



Plastic plant pots & trays



Empty metal paint cans
Lids removed



Plastic plates, cups & coffee cup lids
No cutlery



Single-serve plastic food containers
No film or foil



Plastic bottles, tubs & lids
Beverage, soap, cleaning bottles, caps go in garbage; cottage cheese, cream cheese, dips, margarine, yogurt tubs & lids; maximum size 4 litre (1 gallon)



Glass bottles & jars
Clear or coloured, food & beverage glass containers



Boxboard
Cereal, detergent, tissue boxes, etc.; flatten; liners go in garbage



Corrugated cardboard
Tie in bundles no larger than 90 cm x 90cm x 30cm (3 ft x 3 ft x 1 ft)



Magazines & Books
Hard & soft covered books



Newspapers & flyers



Aluminum foil
Aluminum foil, aluminum pie plates & baking trays



Fine paper
Computer paper, writing paper, envelopes (including plastic windows), paper bags



Boxed beverage containers
Tetra Paks®, juice & soup boxes, gable top containers such as milk & juice cartons



Metal food & beverage containers

Remember: no plastic bags, plastic film or Styrofoam.



Garbage



Food



Coffee grounds & filters, teabags



Paper cups, paper plates, paper take-out containers & bowls



Styrofoam



Plastic caps



String, twine



Juice pouches



Straws



Plastic cutlery & stir sticks



Houseplants



Pencil shavings



Nuts & nutshells



Plastic wrap and bubble wrap



Plastic bags, baggies, & liner bags (cereal bags)



Cigarette butts & ashes (cold)



Paper napkins, paper towels, facial tissues, paper towel rolls & toilet paper rolls



Hair, pet hair, feathers, nail clippings & dryer lint



Gum packages and blister packs



Hangers (metal, plastic or wood)



Popsicle sticks, toothpicks, wood chips



Diapers, sanitary products, floss, make-up sponges, cotton swabs, cotton balls & pads



Light bulbs (not CFLs), ceramics, drinking glasses, window glass (wrap in newspaper)



Disposable mop sheets, sanitizing wipes and dryer sheets



I Recycle



Stay Connected

Want to stay informed about Halton Region's waste management programs? Follow us on Twitter @haltonrecycles. Read our blog at www.haltonrecycles.ca.

HaltonRecycles



Access Halton
Dial 311  www.halton.ca

