

MULTIFAMILY TOOLKIT

Thank you for participating in the City of Tacoma’s recycling program! Make your recycling program a success by following these 3 steps:

STEP 1: SET UP YOUR RECYCLING PROGRAM

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STEP 2: INFORM YOUR RESIDENTS

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STEP 3: SUSTAIN YOUR SUCCESSFUL RECYCLING PROGRAM

Remind and motivate residents to Recycle Right with posters, flyers, magnets, and additional resources. All material is available for download at tacomarecycles.org. For **printed resources** contact Tacoma Recycles at (253) 502-2100.

► Recycling Poster



► Flyers



► Door Hanger Magnet



► Tote Bags



RECYCLING PROGRAM CHECKLIST

Fill out this checklist to find out if you are prepared to set up a successful recycling program!

PRO TIP



Avoid fees and missed collections from illegal dumping by reviewing your recycling program *every* year.

Is it easy to recycle in my building? **YES NO**

All recycle bins are clearly labeled with what can be recycled

There is information on how to Recycle Right near the recycle bin.

All residents have received updated Recycle Right information in the past 12 months.

There are reminders on how to Recycle Right in community newsletters and meetings

If you answered **"NO"** on any statement above, visit tacomarecycles.org to download recycling flyers or contact Solid Waste for new labels.

Am I doing everything I can to prevent illegal dumping? **YES NO**

There is a recycle bin next to every garbage bin.

The waste area is clean and well-maintained, and the bins are not damaged or vandalized

Bulky items, garbage, or hazardous materials are not left on the ground or in the recycle bin.

If you answered **"NO"** on any statement above, contact Solid Waste to learn how you can prevent illegal dumping or replace damaged bins.

Do I need to make any adjustments to my recycle/garbage service? **YES NO**

There are recyclables (ex: cardboard, water bottle) in the garbage bin

There is garbage (ex: food, clothing, non-recyclable items) in the recycle bin.

The recycle bin is full before it is picked up.

The recycle bin is less than 75% full before it is picked up

If you answered **"YES"** on any statement above, contact Solid Waste to change your level of service.

For more information, contact:

City of Tacoma Solid Waste
 (253) 502-2100
solidwaste@cityoftacoma.org
cityoftacoma.org/solidwaste

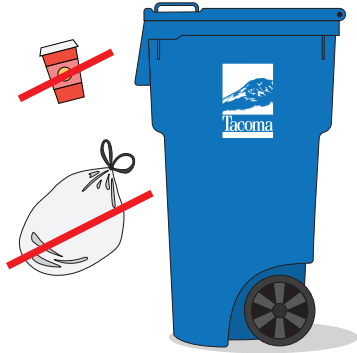
To schedule pickup of large bulky items for a small fee, contact:

Call-2-Haul
 (253) 573-2468
cityoftacoma.org/call2haul

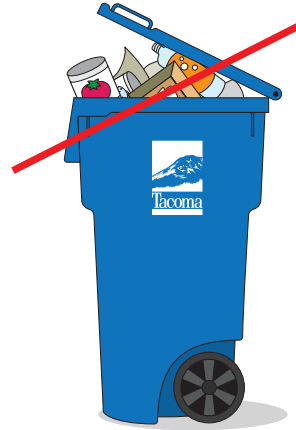
HOW TO SET OUT YOUR RECYCLE BINS

Avoid additional fees from illegal dumping and missed collections by following these steps:

1 Remove garbage from the recycle bin.

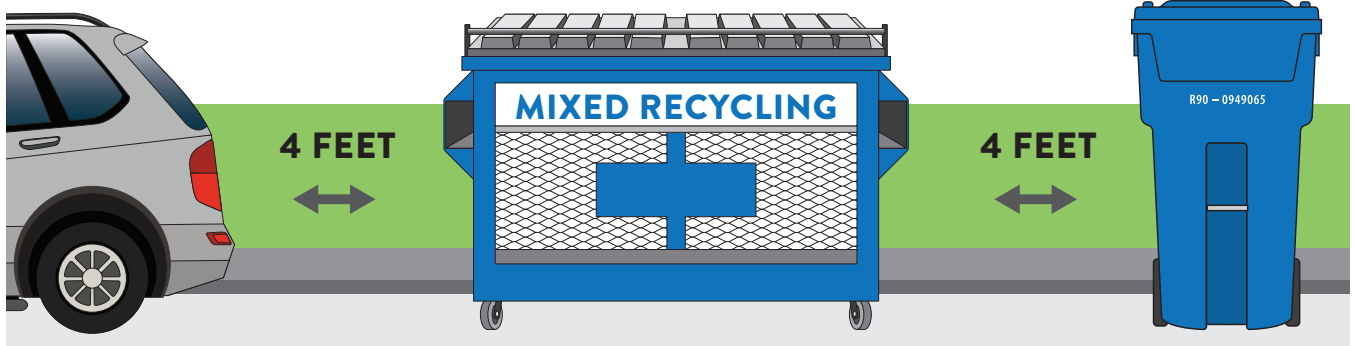


2 Do NOT overfill the recycle bin.



3 Set out the recycle bin by 6 a.m. on your pickup day.

4 Spacing is important. Place the bins with wheels to the curb, and at least 4 feet apart and away from overhead structures (e.g. tree branches, telephone poles) and other objects.



5 Remove the recycle bin from the curb once it is emptied.

6 Place the recycle bin in a secure area that only your residents can access.



Call a Solid Waste representative at (253) 502-2100 if your recycle bin is not picked up, or if you have questions about set out guidelines.

SOLID WASTE RESOURCES FOR PROPERTY MANAGERS

Solid Waste Management

3510 S. Mullen St.
(253) 502-2100
cityoftacoma.org/solidwaste
solidwaste@cityoftacoma.org

Solid Waste offers **curbside garbage, recycling and food/yard waste services**, as well as self-haul options for garbage, recycling, yard waste and household hazardous waste disposal at the Tacoma Recovery & Transfer Center.

Call-2-Haul

(253) 573-2468
cityoftacoma.org/call2haul

Schedule a pickup of large bulky items. Up to 3 large items and 15 boxes or bags of small items of garbage can be collected per pickup. Pick up fees are \$75 and are added to your utility account. Visit the website for a list of acceptable items.

FoodCycling

(253) 502-2100
cityoftacoma.org/foodcycling

Turn your resident's food waste into compost by adding our FoodCycling service. It's easy to set up!

Waste Free 253

wastefree253.org

Moving can create a lot of waste. Waste Free 253 has **tips on how to reduce waste and where to donate household items.**

Recycle Center

3510 S. Mullen St.
(253) 593-7795
tacomarecycles.org

Residents can **drop off all recyclables for free** including those that are not accepted curbside (plastic bags & wrap, clamshell plastic, Styrofoam, electrical cords, etc.) at the Recycle Center. The Recycle Center is open seven days a week, 8am–6pm. Visit the website for more details.

Household Hazardous Waste

3510 S. Mullen St.
(253) 591-5418
cityoftacoma.org/hazwaste

Residents can **dispose of household hazardous waste** (batteries, light bulbs, household cleaners, etc.) **for free** at the Household Hazardous Waste Center. Visit the website for a list of accepted items.

EnviroHouse

Office: (253) 573-2426
Mobile: (253) 341-2331
ehouse@cityoftacoma.org
cityoftacoma.org/envirohouse

Your residents have access to **free online workshops on sustainable gardening, cleaning, and living** at the EnviroHouse—a model home showcasing green building and natural landscape ideas, materials, and techniques to create a healthy home and planet. Attend a live online workshop or view previous recordings at the website.

3-1-1

Call 3-1-1 (within city limits)
OR (253) 591-5000
cityoftacoma.org/tacomafirst311

City of Tacoma staff are available 8am–5pm, Monday–Friday to answer your **general questions about the City of Tacoma** government and services.

DID YOU KNOW? 

You can request locks for your bins. Locks help prevent illegal dumping! Contact Solid Waste to request locks for your property.

WELCOME TO YOUR NEW HOME!

Dear New Resident,

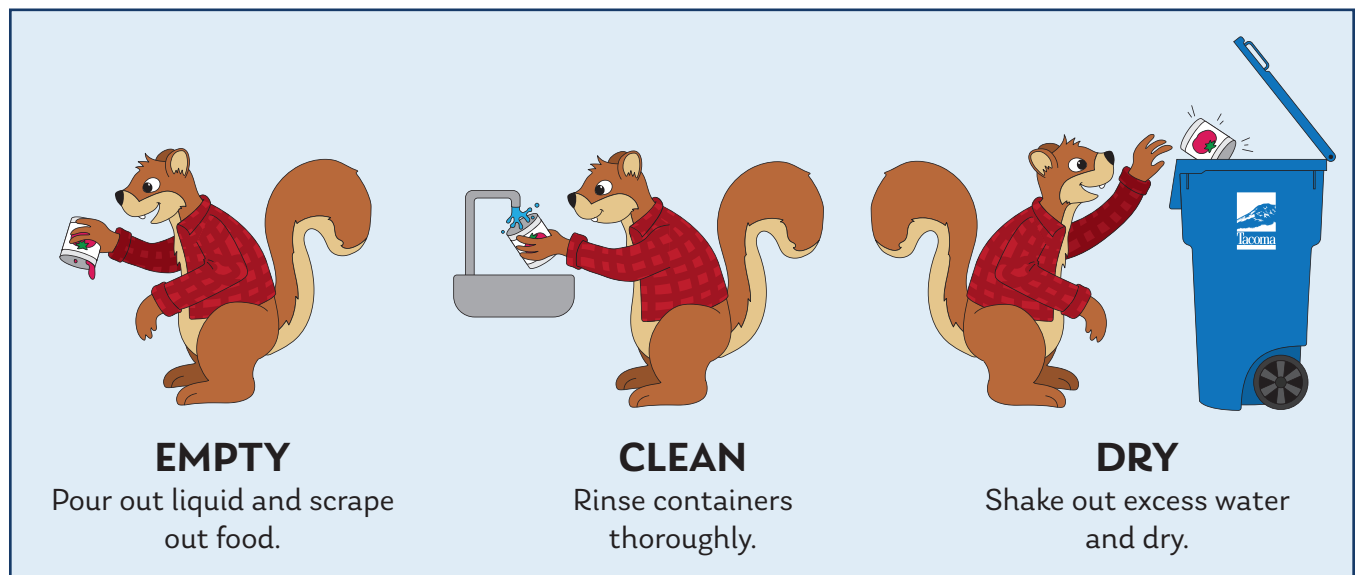
We take pride in creating a clean and healthy environment. You can help by Recycling Right!

Why is it important to Recycle Right? Recycling Right helps protect the environment by:

- Saving our natural resources,
- Reducing waste from our landfills,
- Supporting a healthy environment for future generations, and
- Keeping recycling workers safe.

How do I Recycle Right? Make sure your efforts don't go to waste by remembering these simple rules:

- **Know what items are recyclable.** Visit tacomarecycles.org to learn more.
- **Empty, clean, and dry** recyclables before placing them in the recycle bin.
- **Don't bag recyclables!** Place loose recyclables into the bin.
- **Don't overfill bins.** Overfilled bins do not get picked up. Bring your recyclables to the Tacoma Recycle Center.



PRO TIP



The  symbol does **NOT** always indicate that an item is recyclable in Tacoma. Double check if an item is recyclable at tacomarecycles.org or call (253) 502-2100.

RECYCLING NOW AVAILABLE!

Dear Resident,

We are pleased to announce our new building-wide recycling program. We take pride in creating a clean and healthy environment for our building and community. We need your help to get this program off to a good start!

Why is it important to Recycle Right? Recycling Right helps protect the environment by:

- Saving our natural resources,
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HOW TO RECYCLE RIGHT

DID YOU KNOW?

Plastic bags jam sorting equipment and can cause the entire recycling facility to shut down. Do **NOT** put recyclables in plastic bags! Use a reusable bag or bin to carry out and empty recyclables into the bin.



RECYCLING

plastic tubs, bottles & jugs, **paper** & cardboard, **metal** cans
(no lids)



GARBAGE

plastic bags & wrappers, styrofoam, disposable cups & plates, greasy food containers, cartons, aluminum foil



Why empty, clean, and dry? Recyclables should be empty, clean and dry to prevent contamination of other recyclables. Contaminated recyclables have to all be sent to the landfill!



8 ITEMS THAT DO NOT BELONG IN THE RECYCLE BIN

DID YOU KNOW?

Entire loads of recyclables have to be thrown out if they contain just a fraction of garbage or dirty items. Look it up or leave it out of the recycle bin!

These items are often mistakenly put in the recycle bin. Learn how to properly dispose of them!

GARBAGE

Throw away in the garbage bin.

CARTONS & FROZEN FOOD CONTAINERS



Cartons have layers of paper, metal, and plastic to hold in liquid. Frozen food boxes contain plastic to protect food from freezer burn. Our facilities cannot separate these layers.

COFFEE CUPS



Disposable coffee cups are lined with plastic. Our facilities do not have the technology to separate these layers.

PIZZA BOXES



Pizza boxes are dirty from cheese, sauce, and oil. Only clean cardboard can be recycled.

DROP-OFF

at Household Hazardous Waste at 3510 S. Mullen St.

X Batteries can **NOT** be thrown in the garbage.



BATTERIES

Batteries are hazardous waste and contain toxins that can contaminate soil and water if disposed of incorrectly.

DROP-OFF

at the Recycle Center at 3510 S. Mullen St.

These items can be **thrown away OR recycled** at the Recycle Center.

PLASTIC BAGS & WRAP



Plastic bags get caught in and jam recycling sorting machines, halting the entire recycling process.

CLAMSHELL PLASTIC



Clamshell plastic flattens easily, making it difficult for machines to correctly sort them.

STYROFOAM



Styrofoam packaging blocks and peanuts break apart easily, creating litter and making it difficult for machines to correctly sort.

ELECTRICAL CORDS



Power cords, string lights, and charging cables tangle and jam sorting machines.

RECYCLE RIGHT MOVING GUIDE

Moving can create a lot of waste. Dispose of unwanted items the right way by following these steps.

1



Sell or donate items that are in good condition.

Visit cityoftacoma.org/wastefree253 for a list of places to sell or donate your items.

2



Visit the Tacoma Recovery & Transfer Center at 3510 S. Mullen St.

Drop off items that can't be sold or donated, including clothes, small appliances, boxes and packing material, large bulky items, and household hazardous waste. Visit cityoftacoma.org/solidwaste or call 253-502-2100 for more information.

Drop off Electronic Waste at an E-cycle location.

Visit RecycleWashington.org or call 1-800-RECYCLE for a list of eligible items and to find a E-cycle location near you. Do NOT dispose of e-waste in the trash or recycle bin.



3



4



Schedule a pick-up with Call-2-Haul.

Up to 3 large items and 15 boxes or bags of small items of garbage can be collected per pickup. Visit cityoftacoma.org/call2haul for a list of accepted items and fees or call (253) 573-2468.

Flip the page to find out how to get rid of common household items when moving. 

8 ITEMS THAT CAN BE DROPPED OFF AT THE TACOMA RECOVERY & TRANSFER CENTER

Moving or getting rid of stuff? The Tacoma Recovery & Transfer Center at 3510 S. Mullen St. is a one stop drop-off for a variety of household items. Find hours at cityoftacoma.org/solidwaste.

HOUSEHOLD HAZARDOUS WASTE

Drop off items for free. View a full list of accepted items and guidelines at cityoftacoma.org/hazwaste.

OIL-BASED PAINT



Oil-based paints are flammable and cannot be recycled or thrown in the trash. Latex or water-based paints can be donated or dried and thrown away.

HOUSEHOLD CLEANERS



Some household cleaners can release toxic gases in certain circumstances, and require professional disposal. Call (253) 591-5418 if you have unknown cleaners in your possession. Find alternative green cleaner recipes at cityoftacoma.org/envirohouse.

FLUORESCENT BULBS & TUBES



Fluorescent bulbs and tubes contain mercury vapors, and should not be broken or thrown in the trash.

TACOMA RECYCLE CENTER

Drop off recyclables for free. View a full list of accepted items at tacomarecycles.org.

CLOTHING



Clothing can be dropped off in the Northwest Center clothing bin. Clothing in great condition will be donated, while ripped and stained clothing will be recycled.

MICROWAVE



Metal household appliances that do not contain chemicals or Freon, like microwaves and ovens, can be recycled in the scrap metal bin.

MOVING BOXES & PACKAGING MATERIAL



Large moving boxes can be recycled in the cardboard bin. Packing materials, like plastic film, Styrofoam and bubble wrap, can be recycled in the Styrofoam and plastic film bins.

SELF-HAUL GARBAGE

Learn about self-haul garbage guidelines at cityoftacoma.org/garbage. View rates at cityoftacoma.org/SWMrates.

MATTRESSES



Drop off your mattress for a fee at the Tacoma Recovery & Transfer Center, or you can recycle your mattress with NW Furniture Bank for a fee. Learn more at nwfurniturebank.org/mattress-recycling.

AC UNIT



Household appliances, like air conditioning units and refrigerators, contain Freon that can leak and pose health and environmental hazards. These must be dropped off at the Tacoma Recovery & Transfer Center to be professionally disposed of.



Recycle bins full? Drop off bulky recyclables such as shipping boxes at the Tacoma Recycle Center year round.

SOLID WASTE RESOURCES FOR RESIDENTS

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(253) 502-2100
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FoodCycling

(253) 502-2100
cityoftacoma.org/foodcycling

FoodCycling is a way to **turn your food waste into compost**. If your building doesn't have the FoodCycling service, ask your property manager to sign up!

Waste Free 253

wastefree253.org

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