

Final Report

CIF #399

**Multi-residential Recycling:
Implementing Best Practices**
County of Wellington



Final Project Report, November 27 2015

County of Wellington

CIF #399

Acknowledgement:

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1. Executive Summary

This is a summary report of a project implemented by the County of Wellington between April 2011 and August 2015. The goal of this project was to increase recycling rates and decrease contamination by implementing a County-wide enhanced multi-residential (MR) recycling programme that aims to achieve best practices in MR programming. The Continuous Improvement Fund (CIF) provided financial and technical assistance. The County's overall waste diversion goal, as outlined in the 2009 Blue Box Recycling Programme Plan, is to capture 85% of blue box recyclables. This goal will be achieved through various initiatives including the enhanced MR recycling programme.

MR buildings, which account for approximately 6.4% of the County's housing stock, were targeted in this project. In an effort to move toward increased diversion, Best Practices, as outlined by CIF, were implemented during this project including:

- Creating a database of MR properties
- Conducting site visits for all properties and evaluating performance
- Increasing recycling collection capacity at buildings
- Increasing programme awareness to residents and building staff through printed promotional and educational material and programme posters
- Providing in-unit recycling bags

The County currently provides recycling services to 33,109 households, including 2,108 households in 97 MR buildings. The best practice for recycling container capacity provided to MR is 50 L per MR unit. The baseline container capacity was 36.94 L / unit. This has been slightly increased to 37.60 L / unit through investment in 95 gallon (360 L) carts for MR buildings. The best practice capacity limit has not yet been reached, but staff are confident cart sales will consistently increase the available capacity at MR buildings in the programme. Although the capacity hasn't seen a significant increase, moving MR buildings to cart collection improved efficiency for collection at curbside. In addition, though the physical capacity available hasn't changed significantly, anecdotal evidence would suggest that individual residents' participation in the recycling programme has.

Prior to this project work, the amount of material diverted through the MR programme had only been estimated based on carts collected. Using the visual audit & estimation procedures identified in CIF project #201, County staff are now able to quantitatively monitor diversion through MR cart recycling. The MR cart diversion for 2014 has been estimated at 82 metric tonnes or 68 kg of blue box recyclables per MR unit on an annual basis. This baseline may now be used by County staff to evaluate the performance impact of future campaigns or investments in the MR programme.

Total costs to complete the project work were \$30,829. The County received funding of \$15,414 from CIF to support the project.

For additional information regarding this project work, please contact:

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2. Introduction

The County of Wellington is located in south-central Ontario and is bordered by the Region of Waterloo, Region of Peel, Region of Halton, City of Hamilton, and Dufferin, Peel, Huron, Grey and Bruce Counties. The City of Guelph is a separated city within the boundaries of Wellington County. The County is largely rural with a number of small urban centres within its boundaries.

In January 2009, the County's Solid Waste Services Committee approved a Blue Box Recycling Programme Plan. Part of the plan called for improving recycling collection services in multi-residential (MR) buildings within the County.

Through utilization of funding from CIF, the County intended to implement best practices for recycling in MR buildings. The nature of work completed during the course of this project included implementing the following CIF best practices for MR locations:

- 1) Creating a database of MR properties
 - a) Accessing and utilizing the database designed by Competitive Edge and provided by CIF project #236.
 - b) Inputting all existing MR location information
 - c) Maintaining and updating site location data
- 2) Conducting site visits for all new and existing properties
 - a. Arranging and meeting property staff onsite to compile levels of service, building design and contact information
 - b. Evaluating building waste diversion performance using the CIF barrier evaluation guide and staff knowledge for site visits
 - c. Updating the existing database with site visit information for future reference and evaluation
- 3) Increasing recycling collection capacity at new and existing buildings
 - a. Delivering approximately 225 - 95 gallon (360 L) recycling carts (new)
 - b. Providing adequate recycling capacity to eventually ensure each building meets or exceeds the CIF Best Practices threshold of 50 litres per unit or one cart for every seven units.
- 4) Increasing programme awareness to residents and building staff
 - a. Producing promotion and education (P&E) materials using templates developed under CIF project #166
 - b. Distributing printed promotional and educational material, such as in-unit reusable recycling bags and magnets to all units
 - c. Customizing, updating and distributing superintendent/property manager guidebooks
 - d. Updating existing and providing new programme recycling posters and stickers to inform residents of materials accepted in the programme and proper sorting of materials

3. Background: MR recycling programme overview

The County of Wellington provides curbside collection of garbage and blue box to all of its urban residents. It also provides rural collection of garbage and blue box in two of the seven member municipalities. All of the County's MR buildings are located within the urban centres.

The County has a population of 96,940 and 33,109 households (County Treasury Department). Of those 33,109 households, 22,293 have access to curbside or roadside collection. All residents have the option of disposing of their garbage and recycling by taking them to one of six waste management facilities around the County.

Weekly collection of garbage and blue box is provided to all urban areas. Two of the seven member municipalities have rural collection as well, with collection provided every other week. The County operates a two-stream blue box collection system. Residents are provided two 14 gallon (53 L) boxes at no charge and asked to place their fibres in one and their containers in a second blue box. MR buildings may utilize either blue boxes or 95 gallon (360 L) carts for collection of their recyclables. Carts are provided to the property owner at a cost of \$95 each, with each building requiring a minimum of two carts, one for fibres and one for containers. Blue box materials from MR buildings placed in carts are collected at the same time and by the same trucks as the curbside blue box collection. Carts must be placed out at curbside for collection.

Wellington County has a total of 97 MR buildings with 7 units or more. The majority of the buildings are small with the average number of units per building being 22. The largest building has 67 units. Based on information compiled through site visits, the County provides recycling service to 84 of these buildings (87%). There are a total of 1,770 MR units between the 84 buildings that receive recycling service from the County. The majority of the 84 buildings were recycling to some degree at the start of the MR programme. More than half of the buildings were utilizing blue boxes. In most cases, the individual tenants were responsible for placing the blue box out at the curb for collection. As a result, it is presumed that a number of the residents in those buildings did not participate in recycling.

The County has a full user pay garbage collection programme. All residents with access to curbside/roadside collection must place their garbage in a yellow County of Wellington user pay garbage bag if they want it to be collected. Bags are available for purchase at local retailers and County facilities. MR buildings may also utilize the user pay bag programme.

Table 1: Number of households in municipality, 2014

	Households	Percent
Single family – Curbside	20,185	61.0%
Single family – Depot	10,816	32.7%
Multi-Residential	2,108	6.4%
Total	33,109	100%

4. The Project Scope

The project scope included four main phases:

- Phase 1: Develop and maintain a database of buildings
- Phase 2: Benchmark recycling performance
- Phase 3: Conduct site visits & performance evaluations
- Phase 4: Increase recycling container capacity & provide promotion & education materials

Each of the phases is discussed in the following sections.

4.1 Phase 1: Develop and maintain a database of buildings

Creating and maintaining a database of all MR properties was an important step towards implementing best practices. To obtain the list of MR properties, a number of sources of data were utilized including:

- MPAC – Municipal Property Assessment Corporation Property management data provided listings of buildings and contact information for owners and property managers
- SWS Curbside Collection Logs for MR buildings being serviced by carts
- County's internal departments including Planning and Housing for property details, locations, property managers, and key tenants

4.1.1 Sources & collection methodology

The data sources staff accessed established a list of MR locations including owner names, as well as Property Management and rental companies. At the outset of the project, a summer student attempted to contact all building owners by phone to introduce the project and services available through this work, and to arrange in-person property visits. When no contact information was available, it was necessary to conduct a preliminary site visit to the property to gather information and find out if there was any contact information.

In-person site visits to each building to meet with an on-site contact were found to be the most reliable means to collect detailed site information. Information gathered from these site visits included:

- evaluating programme and site recycling performance
- building characteristics that may create recycling challenges or opportunities (e.g. room for extra recycling bins)
- contact information for the on- site contact (e.g. superintendent) and off-site managers and the role that the staff play in managing the building's recycling programme
- photos of the exterior of the building as well as garbage and recycling locations

Consistency was ensured by all staff utilizing Appendix B - "Site Visit Form" to gather extensive information which was later forwarded to another co-worker to be entered into a database.

It proved important, when able, to call ahead and schedule to meet a contact onsite to conduct site visits with, in order to ensure that the site could be accessed (someone to unlock the doors), specific

information could be gathered and identify any immediate needs to assist with current recycling (e.g. current labels or posters).

4.1.2 Database and completeness of data

The final storage of all the information gathered from the various sources is an Access Database. This database was designed by Competitive Edge for CIF for use in municipal MR recycling programmes. Excel spreadsheets were utilized to input all the initial data about each location into the database. Site visit forms were completed manually and all the information is saved to the site specific record in the database. Pictures were also added to each site specific record. The project was successful in creating a database of all MR properties with full detailed information. There was a high degree of confidence in the data collected and input in the database. Any incomplete data was able to be compiled in a follow-up list through database records, for staff to complete additional research and site visits in an effort to complete the data. See Table 3 below for the data summary.

Table 2: Database summary

Buildings	Total in municipality¹	Recycling provided by municipality	Site visits completed
Number of buildings	97	84	91
% of all buildings	100%	87%	94%

Notes

¹ Total number of buildings of seven or more residential units.

4.1.3 Data maintenance

Data maintenance is an important part of the completeness and confidence of the data. Once the site visits were conducted and the information was gathered all the updates were sent to one staff person who was responsible for inputting and updating building records within the database. Using the query function of the database, staff were able to generate lists with out-dated or missing information. As these lists are checked regularly, this is the mechanism to trigger any needs for staff to update the data.

4.1.4 Summary and recommendation

A total of 91 building's site information was updated during the course of this project. The information is stored within the database with a designated staff member to complete the updates of information and generation of lists for any out-dated or missing information. By keeping the data up to date and complete, the County has been able to utilize this database to summarize MR property data to assist with implementing best practices, collection agreements (Appendix C), ordering materials and WDO datacall information.

4.2 Phase 2 Benchmarking Recycling Performance

Recycling performance was evaluated using two measurements:

1. How much material is being recycled collectively (tonnes/year)

2. How much each unit is recycling (kg/unit/year)

4.2.1 Procedure for Estimating Recycling Rates

Staff completed visual recycling audits during the programme after the programme's implementation, for all MR buildings with cart collection. Visual waste audits were conducted the morning of the building's collection day, representing a 'snap-shot' of the MR programme at the time.

At each location, carts were checked for fullness, contamination, and cross-contamination (i.e. stream mixing). Fullness was measured in increments of 25%. In some cases, locations were missed due to being collected before the audit could be complete. In the cases where empty carts were found on the curb, no data was recorded. Also, when carts were no longer on the curb, it was unknown whether the carts had been placed out or not, and no data was recorded. The visual audits take place over a one month period, during three separate quarters each year. In most cases, if the building is participating in recycling, carts were audited at least once each quarter.

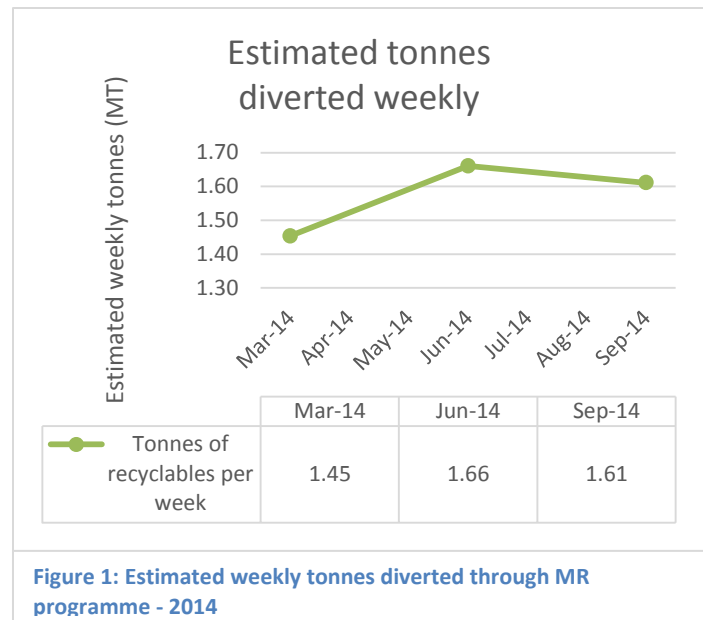


Figure 1: Estimated weekly tonnes diverted through MR programme - 2014

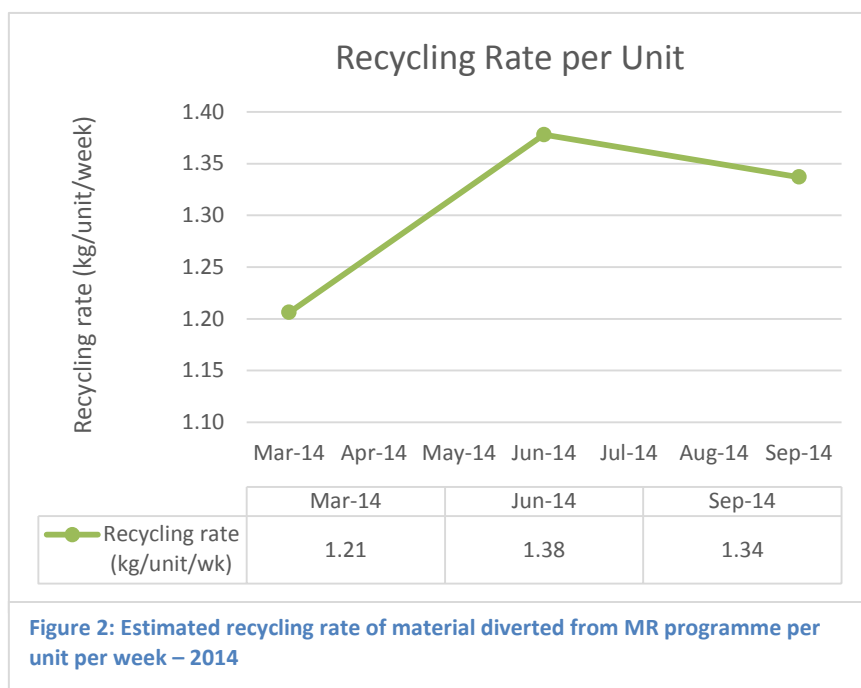
This data faces inaccuracies due to its observational methodology. Only the top layer of material is visible, so the variety and amount of contamination is merely an estimation of what is held within the rest of the cart. While fullness is a measure with less room for error, it is important to note that there were two County employees conducting the audits in 2014. While methodology is carefully detailed, there is still room for individual error. For example, a cart that is 65% full could be recorded as either 50% or 75% full, which is up to that individual.

4.2.2 Recycling Rate Estimates

Figure 1 shows the estimated weekly diversion from the MR programme as calculated from visual audit data from the 2014 calendar year. Three visual audits were completed to assess the performance of the MR recycling programme.

Figure 2 shows the estimated recycling rate on a per unit basis for the MR programme as calculated from visual audit data from the 2014 calendar year. Three visual audits were completed to assess the performance of the MR recycling programme. This visual audit data recording the recycling performance can be compared to other MR programmes in the province on more of an apples to apples basis.

Best estimates of recycling tonnages will continue to be made to track programme performance. Site visits and follow-ups with performance evaluations will continue to be made as well.



4.3 Phase 3: Increase recycling container capacity

An effort was made by staff to ensure MR properties met or exceeded the best practice threshold of 50 litres per unit or one cart for every seven units. After each site visit the database was utilized to determine if the recycling capacity needed to be increased.

During the course of the project, staff purchased approximately 225 95 gallon (360 L) recycling carts for the MR recycling programme. As of the year-end 2014, there are 147 carts in service in the MR programme.

4.3.1 Type of recycling containers

The County uses a two stream MR recycling programme in which fibre products are separated from containers. Recycling storage space is referred to as 'capacity' and is the shared recycling containers used by building residents to place their recyclables into. The County uses 95 gallon (360 L) carts for recycling at apartment buildings. The County purchases carts through a tender process and supplies them at cost to buildings. Due to co-operative purchasing opportunities through this CIF project, the County currently sells carts to MR buildings at the subsidized price of \$30. Any broken or damaged carts are also replaced, free of charge by County staff. The broken carts are then collected by a contractor to be recycled.

4.3.2 How much recycling capacity is being provided?

In terms of MR containers, the following guidelines are recommended by CIF and are considered best practices:

95 gallon (360 L) carts – one cart for every 7 residential units

The County recommends this best practice to help buildings meet this guideline in regards to recycling capacity. CIF funding is provided on the basis that municipalities implement these best practice ratios.

To determine the number of carts per building the database was utilized. Within the database, after inputting number of units, container quantities and location data, a calculation is automatically made informing staff of the number of litres of recycling available to each unit. This information is then weighed against the best practice, informing staff as to whether an increase in recycling capacity was needed or not. As well, visual inspections at the location, and conversations with on-site contacts was a way to determine if additional capacity was needed or a more convenient location for the carts was available.

Table 3: Total number of recycling containers and capacity per unit

	2011	2014
# of carts	104	147
Cart capacity (L)	37,440	52,920
Cart capacity per unit	27.84	32.85
# of blue boxes	763	497
Blue box capacity (L)	40,439	26,341
Blue box capacity per unit	53	53
MR Programme capacity per unit	36.94	37.60

Although there was not a significant increase in overall recycling capacity after project implementation, there was a significant increase for units in buildings that converted to cart collection. The overall capacity had a modest increase of 1.8%, from approximately 36.94 litres per unit to 37.60 litres per unit. However, the capacity increase at buildings using carts saw an increase from 27.84 litres per unit to 32.85 litres per unit, a significant increase of 18.0%. The before project numbers are best estimates as data was not readily available for this information. Data collection and storage has improved with the use of the database during and after the project.

Challenges faced when implementing the best practices capacity ratio were:

1. Lack of convenience.
2. Lack of awareness/education.
3. Lack of space for extra carts.
4. Up-front cost of carts.
5. Lack of superintendent of property manager on-site.
6. Demographic of building residents and the quantity of recyclables generated (e.g. seniors).
7. Limited access or long distances to curbside to set out carts for collection.

Recycling needs to be convenient and easily accessible for the resident in order for the programme to be used properly. By making recycling convenient, this will increase recycling capacity and tonnage. Lack of convenience will often lead to contamination of bins and lack of use. This is a challenge when space is limited and prevents the recycling from being in the same convenient location as the garbage.

Education and awareness speaks to educating residents in the proper management of recyclables.

A deficiency of recycling tools tends to lead to a lack of education and programme usage by the residents. The more tools provided, including increasing recycling capacity and promotional and educational material, the better the building will perform in their recycling programme.

Space is a necessity in most building recycling programmes. A lack of space can be difficult when trying to achieve best practices of one recycling cart per seven units, for a building. Each location should be looked at on an individual basis and assessed for their space and recycling needs.

In regards to all challenges of implementing recycling best practices, it is very important to communicate with superintendents and property managers as they can help in determining where more space can be found, which P&E materials the buildings needs and help with educating residents on the programmes.

4.3.3 Specify other initiatives to increase recycling

There were other elements of the waste diversion strategy designed to increase recycling that coincided with the timing of the project. The County added new materials to the programme in 2012 (Gable-top cartons and drink boxes added to container stream, frozen food boxes added to paper products stream).

4.4 Phase 4: Provide promotion & education materials

4.4.1 Print materials

Phase 4 of the project included increasing programme awareness to residents and building staff by providing print materials. By providing these supplies the County could educate building staff and residents about what can and cannot be accepted in the recycling programme. Resident and superintendent guidebooks, posters, cart stickers and magnets were all customized and developed under CIF project #166.

The *CIF Best Practice Guidelines* recommends strategies for distribution of print materials which included that municipalities take responsibility for:

- Distributing print materials directly to residents,
- Distributing and displaying posters at MR properties, and
- Applying labels to recycling containers.

Summer students delivered resident packages door to door. These packages included an information flyer, a fridge magnet, and in-unit reusable bags for transporting blue box materials to the carts. The bags have clear images on what is acceptable in the recycling programme on the sides of the bag. The bags are made up of two compartments, one for containers and one for fibres, to help keep materials separate and limit cross-contamination of streams in the carts.

Superintendent guidebooks and posters were hand delivered to on-site staff either during a recycling cart delivery or a site visit and evaluation. All carts had updated stickers applied (new carts as well as carts already at the building). After delivery, all quantities of each material that was delivered was

recorded in the site communications section of the database to use for future reference and ordering of materials.

A summary of the P&E materials used by the County during this project work and other relevant information is presented in Table 4, below. Further, images of the P&E produced (camera ready versions) have been included in the appendices to this report (Appendices D – G).

Table 4: Summary of Promotion & Education materials used

Promotion & Education component	Number to be distributed	Method of distribution
Resident recycling bag	3,500	By County staff to each unit
Cart Stickers	225	Affixed by County staff onto carts
Recycling Superintendent Guidebook	200	Provided by County staff during site visits delivered directly to superintendents and property managers
5" x 7" magnets	2,500	By County staff to each unit

5 Project budget

Table 5 presents the project budget and actual costs in addition to eligible CIF funding.

Table 5: Eligible project costs budget, planned and actual

Description	Unit	Quantity (est.)	Unit Cost (est.)	CIF Approved (upset limit)	Quantity (actual)	Unit Cost	Actual CIF Funding
Staff support	Building	105	\$70	\$3,675	91	\$70	\$3,185.00
Increase capacity	Carts	217	\$60	\$6,500	225	\$54.85	\$6,170.25
Final report	Report	1	\$4,000	\$2,000	1	\$4,000	\$2,000.00
In-unit containers	Bags	1,950	\$3	\$2,925	3,500	\$1.28	\$2,235.00
P&E materials	Cart labels	0	\$0	\$0	225	\$2.75	\$309.38
P&E Materials	Super Handbook	80	\$5	\$400	200	\$6.37	\$636.50
P&E Materials	Magnets	0	\$0	\$0	2,500	\$0.56	\$701.25
Other costs	HST			272.80			\$176.92
Total				\$15,772.80			\$15,414.30

6 Concluding comments

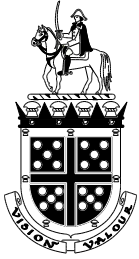
As a result of this project work and the efforts of County staff, an enhanced MR programme, aimed at achieving best practices, is being provided to residents.

An additional 225 - 95 gallon (360 L) recycling carts have been purchased for the MR programme along with 3,500 recycling in-unit bags. This investment in capacity would provide each MR unit with 56 litres of recycling container capacity, up from 37 litres of capacity prior to the project, and exceeding the best practice recommendation of 40 – 50 litres capacity per MR unit.

The amount recycled in the MR programme today is approximately 82 metric tonnes annually. This diversion was previously estimated by Staff. However, now with the knowledge and experience using visual audits to calculate estimates of diversion, Staff are able to monitor performances more effectively.

Staff are pleased with the success following the implementation of best practices in the MR programme and are expecting to see continued improvements in diversion performance in the future.

APPENDIX A – Programme Promotion Letter



County of Wellington

Solid Waste Services Division

74 Woolwich Street

Guelph ON N1H 3T9

Phone: 519.837.2601

Toll-free: 1.866.899.0248

Fax: 519.837.8138

April 19, 2012

RE: Blue Box Recycling in your Building

Dear Sir or Madam:

In January 2009, the County of Wellington approved its Blue Box Recycling Plan. One of the goals of the plan is to improve access to recycling and increase recovery rates of blue box materials from apartment buildings. In the summer of 2011, Wellington County staff visited your building and obtained information on recycling and garbage practices in the building.

This year, the County's Solid Waste Services Division (SWS) will be enhancing the blue box programme in apartment buildings with seven or more units. New tools will be made available to your superintendent/building manager and to residents.

The following new tools will be free of charge:

- an information package for each unit in the building, at no charge, including
 - an in-unit reusable bag for transporting blue box materials to the carts
 - an information flyer on acceptable blue box materials
 - a fridge magnet showing what's acceptable in the programme
- a handbook which explains how the programme works and what is required of the superintendent/manager
- training and support for superintendents/building managers by SWS staff, if needed
- site visits to help with trouble shooting, identifying opportunities for improvement and evaluating successes
- posters for recycling/garbage rooms and common areas
- 95 gallon (360 L) roll out recycling carts at a subsidized cost

During our 2011 site visit, your building was identified as one which may benefit from the programme. To maximize recycling efforts, SWS staff calculated that ## cart(s) would be appropriate for the number of units in your building. The County of Wellington is partnering with more than 30 other Ontario municipalities to implement this programme, and through that partnership, is able to subsidize the price for each cart. In addition, the County has obtained further funding to reduce the cost for the

carts. The subsidized price is \$30 for each cart. Please note that limited quantities are available. Should you choose not to participate at this time, the regular cart price would apply. The current price is \$95 per cart. Experience in other municipalities has shown that buildings that participate in this type of programme often find significant cost-savings through reduced garbage disposal costs. Such savings suggest that the carts pay for themselves very quickly. Please note that there is no cost for the other materials and/or support for your building.

It's the hope of the SWS Division that all apartment buildings will take advantage of this programme. Please complete and sign the attached Collection Agreement to indicate your interest in the programme. The signed Agreement can be mailed in the self-addressed stamped envelope included with this letter. **Please return it to us by May 11, 2012.**

SWS staff will begin contacting building owners in May to schedule the delivery of information packages.

If you have any questions about the programme, please contact SWS staff at 519.837.2601 or 1.866.899.0248.

Yours truly,

Solid Waste Services Division

County of Wellington

APPENDIX B – Site Visit Form

Multi-residential Recycling Programme: Site Visit Form

Address (full mailing) : _____

Units: _____ Floors: _____ Site Visit Date & Day of Week: _____

Condo / Rental / Senior / Student / Co-op / Public

Recycling Collection Day(s) _____

Garbage: Municipal / Private

Recycling: Municipal / Private

Garbage Collection Day(s): _____

Contact Information

Property Manager: Same as owner ☐

Company: _____

On-Site Contact: Super / Property Manager / Owner / NA

Name: _____

Name: _____

Phone #: _____

Phone #: _____

Cell #: _____

Cell #: _____

E-Mail: _____

E-Mail: _____

Address: _____

Address: _____

Performance Evaluation

Recycling Containers: # of 65 gal = _____ # of 95 gal = _____ # bins x size = _____

Stream 1: _____ # Cont _____ # full or part full containers: _____

Stream 2: _____ # Cont _____ # full or part full containers: _____

OCC : approx quantity

Barrier Evaluation: Rate on a scale of 1 to 3: 1 = Bad and requires attention, reserve rate of 3 for Excellent

OCC _____ Contamination _____ Stream mixing _____ Accessibility _____

Loose materials _____ Overflowing carts _____ Area clean _____ Area well light _____

Labels & Signage _____

Recycling & Garbage Area Description – check all that apply

Garbage: # bins x size _____ Or curbside ☐ Garbage Chutes ☐ Weekly Pickup ☐ Twice/wk ☐

Recycling Area: Outdoor ☐ Outdoor Under cover ☐ Inside room ☐ Main Fl ☐ Under ground ☐ Collect from each floor ☐

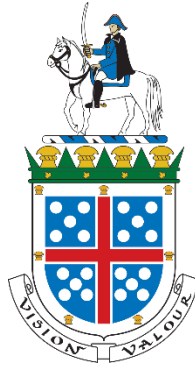
Number of Recycling Depots _____ Twinned with garbage ☐ Recycling containers shared with other buildings ☐

Addresses that share _____

Room to add extra recycling containers ☐ Where _____

Comments:

APPENDIX C – Letter of agreement for curbside MR collection



The Corporation of the County of Wellington **Multi-Residential Recyclables Collection Agreement**

I / We _____ being the owner(s) of a multi-residential
Please Print

Building, in Wellington County, containing _____ suites/units located at

Street Address, Town

wish to apply for on-site blue box recycling collection at the above named location. Upon approval, I/we agree to abide by all stipulated requirements, rules, and regulations regarding blue box recycling in the County of Wellington. By signing this Agreement, I/we agree that we or our designate (hereinafter referred to as “owner”) will comply with the following:

- (1) The County of Wellington will provide curbside collection of blue box materials at no charge.
- (2) The County of Wellington will provide education and promotion materials, and assistance, as appropriate.
- (3) The owner agrees to provide and support the blue box or cart recycling system for the residents of the building.
- (4) The owner acknowledges that he/she is responsible for placing the blue box/recycle carts in a designated area for the building. The designated blue box/cart area must be kept accessible to tenants and/or staff responsible for placing recyclables in blue boxes/carts, i.e. not near low branches/wires, and free of snow/ice or other impediments.

(5) Every owner of a multi-unit dwelling or apartment building receiving collection by the County shall ensure that specific recycling instructions are posted for residents in sufficient and suitable locations on the premises.

(6) Blue boxes/carts shall be placed at the curbside before 7:00 am on the day of collection. Blue boxes/carts set out after 7:00 am are acknowledged as being “at risk” of not being collected due to the potential for changes to collection times and routes.

(7) Blue boxes/carts placed at the curb for collection must be free of contaminants, such as food, or unacceptable materials. Blue boxes/carts must also be free of cross contamination, i.e. containers placed in the paper blue box/cart and paper placed in the containers blue box/cart. Contaminated blue boxes/carts may not be collected. The building owner is responsible for sorting the recyclables into the proper blue box/cart and/or disposal of the contaminated or unacceptable materials.

(8) The owner(s) of the location stated above will be responsible for purchasing recycling carts from the Wellington County at cost. The cost is subject to change based on the current County of Wellington Fee Schedule, which is posted on the County’s website.

(9) All carts shall be properly labelled, using labels supplied by the County of Wellington.

(10) Failure to abide by the above listed obligations could result in the loss of curbside recycling collection services.

Owner’s name (please print): _____

Signature: _____

Date: _____

Contact name if different from above (please print) _____

Contact Phone Number: _____

Approved by Wellington County Solid Waste Services

Name: _____

Title: _____

Signature: _____

Date: _____



APPENDIX E – In unit reusable recycling bag



APPENDIX F – Recycling cart stickers

FOOD, BEVERAGE AND LIQUID CONTAINERS



- drink boxes
- cartons



METAL

- cans
- foil
- pie plates



GLASS

- bottles
- jars



PLASTIC

- bottles
- jugs
- tubs



- plastic clamshells
- NO styrofoam



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PAPER PRODUCTS



- boxes
- egg cartons
- take-out trays
- tubes and rolls



- magazines
- directories
- books



- household paper



- newspaper
- flyers



- cardboard

Flatten and place between carts.
Bundle large quantities.
Maximum size:
60 cm x 60 cm x 30 cm
(24" x 24" x 12").



- kraft paper
- paper bags



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APPENDIX G – Resident recycling magnets

PAPER PRODUCTS

- magazines
- directories
- books
- household paper
- kraft paper
- paper bags
- boxes
- egg cartons
- take-out trays
- tubes and rolls
- newspaper
- flyers
- cardboard
Flatten and place between carts.
Bundle large quantities.
Maximum size: 60 cm x 60 cm x 30 cm
(24" x 24" x 12").

FOOD, BEVERAGE AND LIQUID CONTAINERS

- drink boxes
- cartons
- plastic
- bottles
- jugs
- tubs
- plastic clamshells
- NO styrofoam
- GLASS
- bottles
- jars
- METAL
- cans
- foil
- pie plates

PAPER PRODUCTS

FOOD, BEVERAGE AND LIQUID CONTAINERS

County of Wellington
SOLID WASTE SERVICE

Questions? Ask your Recycling Coordinator or contact Solid Waste Services:



519.837.2601 1.866.899.0248

ALTERNATE FORMATS AVAILABLE UPON REQUEST.

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