

TOOLKIT for SUCCESS: Multi-family/Apartment Complexes

Thank you for participating in the City of Oroville and recycling and organics programs. Creating successful programs starts with the following steps:

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Remind and motivate residents to recycle and compost correctly with posters, fliers, newsletter announcements, and additional resources. All material is available for download at cityoforoville.org/services/recycling-in-oroville.



Contact Oroville Community Development Department at 530-538-2401 or recycle@cityoforoville.org for free counter top food scrap pails.

Recycling & Organics Program checklist

Use this checklist to ensure your recycling & organics programs are set up for success.

TIP



Avoid contamination, fees, and missed collections by reviewing your programs every year.

Is my disposal area set up for success?

YES NO

- There are recycling & organics containers next to every garbage container.....
- The waste area is clean and well-maintained, and containers are not damaged or vandalized.....
- There is signage on what goes into each container near/behind the containers.....
- All recycling & organics containers are clearly labeled with stickers.....

If you answered "NO" to any statement above, contact Recology or City of Oroville to discuss ways to improve your disposal area.

Is it easy for the residents to recycle & compost?

YES NO

- Property Manager has coordinated weekly garbage, recycling, or organics pickup for tenants.....
- Residents have received a resource list for bulky items, hazardous waste, etc.....
- All residents have received recycling & organics information in the past 12 months.....
- There are reminders on how to sort recycling & organics correctly in community newsletters/spaces..

If you answered "NO" on any statement above, visit Recology.com to download fliers or contact Recology or the City of Oroville for help.

Do I need to make any adjustments to my service?

YES NO

- There are recyclables (ie: metal, clean paper) or organics (ie: food, soiled paper) in the garbage.....
- There is garbage (ie: plastic bags, dog/cat waste) in the recycle and/or organics.....
- The recycle and/or organics container(s) are full before collection
- The garbage container is less than 75% full at time of pick up.....

If you answered "YES" on any statement above, contact Recology to change your service levels.

City of Oroville
530-538-2401 or
recycle@cityoforoville.org

Recology
530-533-4783 or
CustomerService002@recology.com

How to set up your Disposal area

Avoid additional fees from contamination and missed collections by following these best practices:

- ✓ Containers are labeled: Clearly mark recycling, organics, and waste containers by using different colors and signage.
- ✓ Equal access to all three streams: Make sure all three containers (recycling, organics, and garbage) are next to each other and easily accessible for resident use.



- ✓ Collect recyclables and organics at other commonly visited locations, including common areas, playgrounds, laundry rooms, mail depots, and management offices.
- ✓ Ensure that containers are visible and accessible to both residents and haulers and that signage is posted near/behind the containers.
- ✓ Use gates, walls, and plants to provide screening and discourage nonresident usage of the containers and minimize contamination.
- ✓ If there are any broken or vandalized containers, please contact Recology for replacements.



Inform and Engage Your Residents and Staff

Let tenants and employees know your recycling plans even before the containers arrive. An ongoing outreach strategy also is important.

Here are some ideas to get you started:

- 👉 Plan a potluck, picnic, or open house to create awareness about recycling at your complex.
- 👉 Publish an article about recycling and organics collection in your newsletter.
- 👉 Distribute fliers to each apartment with information on the location of recycling and organics containers and tips to recycle.
- 👉 Use e-mail, a website, and social media to provide information, updates, and photos.
- 👉 Include information on recycling and organics collection in the move-in letter to new tenants. You'll find a sample letter on page six of this packet.



Informational signs and posters should be kept current and posted in common areas such as laundry rooms, mail depots, workout centers, and the manager's office.

Here are some tips for effective signs:

- 👉 Make them easy to read with simple graphics and colors.
- 👉 If you have residents whose primary language is not English, translate your educational materials.
- 👉 Choose durable sign materials that will be protected from wind, rain, and sun. Replace damaged signs promptly.
- 👉 Signs should include clear information on what can and cannot be recycled. Styrofoam, plastic bags / packaging, and drinking glasses are commonly mistaken as recyclables.
- 👉 Signs should also include instructions on making sure recyclables are **Empty, Clean, & Dry**.
- 👉 Photos and illustrations can help explain what goes in recycling containers.



TIP ✓

You can download signage for printing at cityoforoville.org/services/recycling-in-oroville or recology.com/recology-butte-colusa/butte-county/guides-signage/

Solid Waste Resources For Property Managers

Recology Butte Colusa Counties

2720 S. 5th Street, Oroville, CA 95965
530-533-4783
www.recology.com/recology-butte-colusa/oroville

Recology offers curbside garbage, recycling, and organics services as the exclusive hauler for the City of Oroville. They also run a transfer station for self-haul items including, mattresses, cardboard, green waste, and appliances.

Recology Voucher Program

530-533-4783
CustomerService002@recology.com

Residential customers are provided 2 free vouchers per year that are redeemable at the Oroville Transfer Station. Vouchers are printed on customers bill.

E-Waste & Universal Waste Recycling

Recology Transfer Station
2720 S. 5th Street, Oroville, CA 95965
530-533-4783 • CustomerService002@recology.com

Residents and businesses may drop off items at the Recology transfer station at 2720 S. 5th Ave., for a fee.

Neal Road Recycling & Waste Facility
1023 Neal Road, Paradise ,CA 95969
530-345-4917 • RecycleButte.net

Residents can drop e-waste items off at the Neal Road Recycling Facility free of charge. Some universal waste has a fee call first for more information.

Equipment & Signage Request

City of Oroville
530-538-2401 or
recycle@cityoforoville.org

Request indoor recycling and compost pails for residents and signage for your services containers and outdoor collection areas - all free of charge through the City of Oroville and Recology.

Household Hazardous Waste

2720 S. 5th Street, Oroville, CA 95965
530-533-4783
www.recology.com/recology-butte-colusa/oroville/hazardous-waste/

Residents can dispose of hazardous waste (pesticides/fertilizers, paint, auto products etc.) at the Oroville Household Hazardous Waste Center the 1st and 3rd Friday of each month 9am - 2pm.

TIP ✓

You can request a free waste assessment for your location. Contact Recology at 530-533-4783 or the City of Oroville at 530-538-2401 to schedule a walk through to determine what your location needs to be more successful.

Welcome to Your New Home!

Dear Resident,

We take pride in creating a clean and healthy environment for everyone in the City of Oroville (& beyond) and you can help by separating your recycling and organics correctly. Your property manager should gift you with a free recycling guide and a food scraps pail. If not, reach out to them to inquire for one.

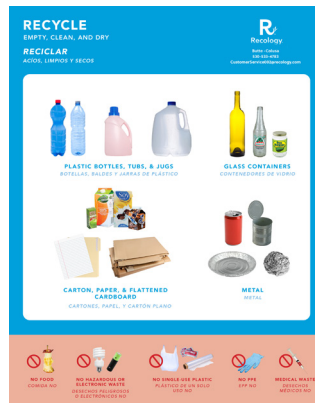


Why is it important to separate recyclables and organics correctly?

- Diverts waste from the landfill and conserves valuable resources.
- It is more economical to reuse our natural resources than to create new products from raw materials.
- Reduces the cost of garbage disposal.

Help us keep costs down and make our community cleaner and greener! Make sure your efforts don't go to waste by remembering these simple rules:

- **Know what goes where.** Visit Recology.com to learn more.
- **Empty, clean, & dry** recyclables before placing them in the recycle bin (use 3 seconds of water total, shake or air dry, and put the lid back on).
- **Don't bag recyclables.** Place loose recyclables into the container.
- **Dirty and soiled (and cheap) paper belongs in compost.**



More information about recycling in Oroville is available by visiting
 530-533-4783 • CustomerService002@recology.com • www.recology.com/recology-butte-colusa/oroville
 City of Oroville • 530-538-2401 • recycle@cityororoville.org • cityoforoville.org/services



The symbol does **NOT** always indicate that an item is recyclable. Double check if an item is recyclable at whatbin.com.

Food Scrap Collection Now Available

Dear Resident,

We are pleased to announce our new organics program. We are excited to help the environment and the local Oroville Community by reducing our landfill waste and creating a product that is used to help regenerate our soil and food sources.

Three steps to successful home collection of food scraps:

1



Collect food scraps while preparing meals, scraping plates, and/or cleaning out the refrigerator of spoiled food. Include paper towels, napkins, paper plates, and pizza boxes (make sure to take out any plastic pizza saver/tables, they go in the garbage).

2



Empty your kitchen food scraps pail, including all soiled paper, and any vegetative waste into your green organics container. No plastic bags including those that are “compostable” are allowed in the green organics container.

3



We'll take it from here! We haul your food and green waste to a local facility and within 60 days, it is made into rich compost that is used throughout the community and beyond to help regenerate the soil.

TIP ✓

Remember that all food waste including meat and bones can go in your curbside organics container. Check out whatbin.com or cityoforoville.org/services for more information



How to Properly Sort Recyclables and Organics

Please note: 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 recyclable directly into the cart.



DO NOT Bag Recyclables!
Recyclables must be **CLEAN, DRY, and LOOSE** to be recycled.

RECYCLING

Plastic # 1, #2, and #5, metal, clean paper and cardboard, and glass.



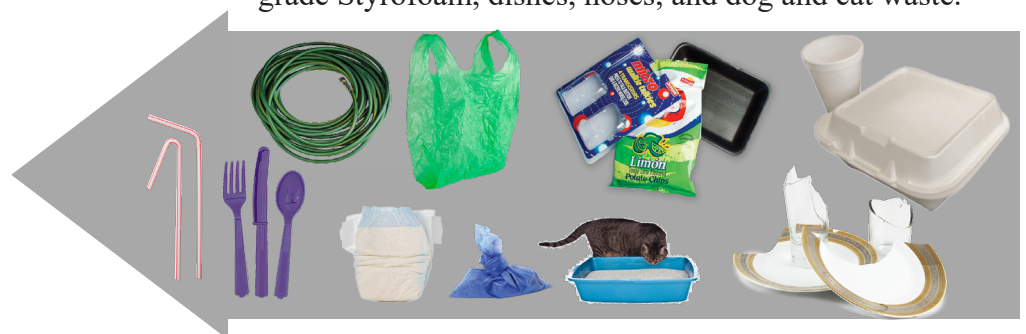
COMPOST

All food scraps (meat, bones, & veggies), soiled paper (paper towels, pizza boxes, napkins, & plates), yard trimmings (leaves, grass, branches).



LANDFILL

Plastic bags & film, plastic utensils, straws, wrappers, food grade Styrofoam, dishes, hoses, and dog and cat waste.



8 Items That Do NOT Belong in the Recycle or Organic Containers

TIP ✓

If you bag your recycling and/or organics it will not be able to be processed and thus end up in the landfill. Recycling must be loose, clean, and dry to be recycled. **When in doubt, find out!** Knowing what goes where keeps costs down.

These items are often mistakenly put in the recycle or organics containers. Learn to properly dispose of them.

Landfill

Throw away in the garbage container.

PLASTIC BAGS, FILM & CUTLERY



All plastic bags and packaging, utensils, and straws are garbage. Even if they have a “recycling symbol” on them they are not all recyclable, the symbol is just a resin code showing what type of plastic it is.

STYROFOAM



Styrofoam food ware or packaging is not allowed in the recycle or organics containers.

DOG / CAT WASTE



Dog, cat, and human waste belong in the garbage. Placing them in the organics or recycling container is a contamination violation.

Textiles/Clothes



Clothes/textiles (i.e. carpet) cannot be recycled in your recycling or organic container. They can be recycled/down-cycled by donating them to a non-profit.

Drop-Off

HHW Facilities



The items below **CANNOT** be thrown in the garbage, recycle, or organics containers.

BATTERIES



Batteries are hazardous waste and can cause a fire in collection trucks and/or at the processing facility if disposed of incorrectly.

PAINT



Paint must be taken to a Household Hazardous Waste Facility. Also select retailers will take back fresh leftover paint: paintcare.org/state/California.

ELECTRONIC WASTE



Electronic waste must be recycled separately due to the large number of hazardous components that must be removed for separate treatment.

FLUORESCENT LIGHT BULBS



Fluorescent light bulbs contain mercury so must be properly disposed of to ensure the safety and welfare of everyone.

HHW Items That Can Be Dropped Off at the Recology Oroville Transfer Station and HHW Facility

Moving or getting rid of stuff? The Oroville Transfer Station and HHW Facility at 2720 S. 5th Street, Oroville is a one stop drop-off for a variety of household items.

OROVILLE TRANSFER STATION AND HHW FACILITY

View a full list of accepted items and guidelines

www.recology.com/recology-butte-colusa/oroville/hazardous-waste/.

The following items are accepted:
Monday - Friday: 8:00 am to 4 pm
Saturday: 8:30 am to 4 pm

RECYCLABLES



Unlimited drop off of all clean mixed recyclables is available to the public for a \$15 fee.

ELECTRONIC WASTE



Includes microwaves, T.V.'s, computer monitors and towers, cell phones, Ipods, DVD players, stereos, etc. There is a fee for non-CRT items, please call ahead for more information.

SHARPS



Sharps must be in a sealed and secure containers and dropped off at the Sharps kiosk adjacent to the Recology Office.

MATTRESSES AND BOX SPRINGS



Drop off mattresses and/or box springs for free. Limit 2 items per customer.

The following items are accepted on:
the 1st and 3rd Friday of each month
9 am to 2 pm

PAINT



You can recycle unwanted house paint, solvents, thinners, and adhesives. Both latex and oil based products are accepted. There is a 15 gallon limit.

BATTERIES



Household and lead acid auto batteries (EV batteries are not accepted) are accepted including (Alkaline, Ni-Cad, & Lithium)

HOUSEHOLD HAZARDOUS WASTE



Includes, flammables, corrosives, toxics, oxidizers, propane tanks and smoke detectors. Visit the website for a full list of acceptable materials.

FLUORESCENT LIGHT BULBS



The HHW facility takes up to 4 feet of fluorescent tubes and 15 CFL bulbs free of charge.

Community Recycling Locations

CITY OF OROVILLE RECYCLING CENTERS

CROWN METALS LLC.

4801 Feather River Blvd #18, Oroville, CA 95965
530-533-7718

HOURS:

Monday – Friday: 7:30 am to 12 pm: 12:30 pm to 4 pm
Saturday: 9 am to 3 pm
Sunday: Closed

Crown Metals accepts the following for recycling. Please call for additional information.

CRV Buy Back Center
Electronic Drop Off Facility: fees apply
Scrap Metal Drop Off
Auto Batteries

NORCAL RECYCLERS

1855 Kusel Rd, Oroville, CA 95966
530-532-0262

HOURS:

Monday - Friday: 8 am to 4pm
Saturday - Sunday: Closed

Norcal Recyclers accepts all scrap metal free of charge, and pays for certain metals based on current market value.

SAVIOR EARTH RECYCLERS

2680 5th Ave, Ste. C., Oroville, CA 95965
530-207-0201

HOURS:

Monday - Friday: 9 am to 2 pm
Saturday: 8 am to 1 pm
Sunday: Closed

Savior Earth Recyclers is a CRV Buy Back Center and accepts all scrap metal free of charge, and pays for certain metals based on current market value.

KK RECYCLERS

2680 5th Ave, Ste. D., Oroville, CA 95965
530-519-0086

HOURS:

Monday - Saturday: 9 am to 5 pm
Sunday: Closed

KK Recyclers accepts auto core parts only, pays based on current market value.

EMPIRE STEEL

1508 Parker Ave, Oroville, CA 95966
530-533-3324

HOURS:

Monday - Friday: 8 am to 4:30 pm
Saturday: 8 am to 2 pm
Sunday: Closed

Empire Steel is a CRV Buy Back Center (please make sure to take off all lids on plastic bottles) and accepts all scrap metal free of charge. They also accept scrap metal and will pay for certain metals based on current market value.

I RECYCLE INC.

434 Plumas Ave, Oroville, CA 95965
Office 530-532-0262

HOURS:

Monday - Saturday: 9 am to 4:00 pm

I Recycle is a CRV Buy Back Center located at Collins & Denny Market.

Community Recycling Locations

CITY OF OROVILLE DROP OFF LOCATIONS

Thrift Stores

Goodwill

2150 Feather River Blvd. Oroville, CA 95965
Mon - Sat 9 a.m. to 7 p.m. & Sun 10 a.m. to 6 p.m.
530-712-2063

Accepts clothes, textiles and furniture in good condition, items that don't meet quality standard will not be accepted. Please call ahead to verify. Does not take any baby supplies (i.e. strollers, rockers and/or anything that holds the weight of a baby).

Salvation Army

1901 Oro Dam Blvd, Suite E, Oroville, CA 95965
Mon - Sat 10 a.m. to 5 p.m. 530-534-9556

Accepts clothes, textiles and furniture in good condition, items that don't meet quality standard will not be accepted. Please call ahead to verify. Does not accept dishwashers, mattresses, or baby supplies (i.e. strollers, rockers and/or anything that holds the weight of a baby).

The Restored Boutique

1535 Myers St, Oroville, CA 95965
Mon - Fri 9:30 a.m. to 5 p.m. & Sun 11 a.m. to 5 p.m.
530-533-7316

Accepts clothes, textiles and furniture in good condition, items that don't meet quality standard will not be accepted. Please call ahead to verify. Does not accept large appliances.

Oroville Rescue Mission Thrift

2130 Bird St, Oroville, CA 95965
Mon- Fri 10 a.m. to 4:30 p.m. 530-533-9128

Accepts clothes, textiles and furniture in good condition, items that don't meet quality standard will not be accepted. Please call ahead to verify.

Miscellaneous

AutoZone

1970 Oroville Dam Blvd.
Mon-Fri 8 a.m. to 7 p.m. & Sat-Sun 10 a.m. to 6 p.m.
530-533-4993
Pays for motor oil up to 5 gallons, drop off auto batteries.

Jiffy Lube

1450 Oro Dam Blvd.
Mon-Fri 8 a.m. to 6 p.m. & Sat 8 a.m. to 5 p.m.
530-532-4761
Pays for motor oil up to 5 gallons, and free drop off of oil filters.

Better Deal Exchange Hardware

1845 Mitchell Ave
Mon-Fri 8 a.m. to 6 p.m. & Sat-Sun 9 a.m. to 5 p.m.
530.533.5600
Free drop off of latex paint with labels only, no oil base paint accepted.

Home Depot

2150 3rd St. (Off Nelson)
Mon - Sun 6 a.m. to 9 p.m. 530.538.0521
Accepts Compact Fluorescent Bulbs (CFLs) and rechargeable batteries only (no other batteries are accepted).

Paradise Gleaners-Oroville

1245 Oro Dam Blvd. #10
M-F 9 a.m. to 5 p.m. 530-851-5820
Donate non-perishable food, baked goods, and thrift store items

Butte County Public Works

9 County Center Dr.
Mon-Fri 7:30 a.m. to 3:30 p.m.
530.538.7681
Clean used motor oil (5 gals max) & oil filters.

Monitor and Track Your Program

It's important to monitor and track your recycling and organics program to assure success:

- ☞ Report your results to residents through posters or newsletters. Recology can provide you with information on the amount of material recycled and the amount going to the landfill.
- ☞ Maintain recycling and organics sites and check for litter, contamination, and the condition of signs.
- ☞ Continue outreach and education to tenants and staff as required by SB 1383.

Checklist for a Successful Multi-family Recycling & Organics Program

- ✓ Is recycling and organics collection as convenient as trash disposal?
- ✓ Is signage visible and understandable?
- ✓ Do residents have enough information about the recycling and organics collection system?
- ✓ Does the recycling and organics program have management and staff support?
- ✓ Are maintenance staff and leasing agents trained to answer questions and promote recycling and organics collection?
- ✓ Is the program adequately monitored for cleanliness and to prevent contamination, overflow, and trash?
- ✓ Are accurate records kept to determine true cost or savings?

TIP



You can request a free training and presentations to help train staff/residents on all local program and procedures, **Contact Recology at 530-533-4783 or the City of Oroville at 530-538-2401** to set up an appointment.

