



## STEPS AND GUIDELINES FOR FOR MULTI-FAMILY PROPERTY OWNERS OR MANAGERS

<b>STEP 1:</b> Contract with a Collector of Recyclable Materials	Contract with your current waste hauler provider or new hauler for the collection of recyclable material.
<b>STEP 2:</b> Complete Recycling Plan Registration Form	<p>Visit the Solid Waste Management Department's website at <a href="http://www.sanantonio.gov/mfreycling">www.sanantonio.gov/mfreycling</a> and access the Multi-Family Recycling Plan: Registration Form.</p> <p>This form will provide the Solid Waste Management staff with your information. Upon submitting this form, the Department will contact you to set up an appointment to conduct an on-site visit and assist you in developing and implementing a recycling plan at your property.</p>
<b>STEP 3:</b> Prepare a Site Map	Develop and attach a site map to your Multi-Family Recycling Plan. Multi-family property owners/managers must provide Solid Waste Staff with a site map of the multi-family property or their Plan will not be complete when submitted. The map should illustrate a clear layout of the property as well as indicate where all waste receptacles are located on the property.
<b>STEP 4:</b> Submit Form	<p>Submit your Multi-Family Recycling Plan with site map(s) attached in one of the following ways:</p> <p><u>Option 1:</u> Complete and submit via email. Print a copy for your records.</p> <p><u>Option 2:</u> Print out a copy, fill it out, attach site maps(s) and mail it to the Solid Waste Management Department to the address provided below.</p> <p><u>Option 3:</u> Call the Solid Waste Management Department's Resource Recovery Team hotline at (210) 207-6460 and request to be mailed a form. Complete and return to the Department.</p> <p>Solid Waste Management Department Attn: Multi-Family 4335 W. Piedras Dr. San Antonio, TX 78228</p>
<b>STEP 5:</b> On-Site Visit	<p>City staff to contact multi-family property owner or manager to schedule an appointment to meet at the multi-family property to address the items listed below. City recommends that the multi-family property's contracted collector of recyclable material be present during this site visit.</p> <p><u>Item 1:</u> If multi-family property management has already implemented a recycling service plan at their property, department staff will review and either approve or reject the plan. If the recycling plan is rejected by the Department, the owner or manager of the multi-family property has thirty (30) days from notification of the rejection to submit a revised plan for approval.</p> <p><u>Item 2:</u> If multi-family property management has not implemented a recycling service plan at their property, department staff will assist property management in determining number of containers needed and placement of containers throughout property. Department staff will revisit with property management to approve of plan.</p>

## GUIDELINES

<b>Containers</b>	Containers of appropriate size and number will be provided by multi-family property owners through a private contract with the contracted recycling collector or through other appropriate means.
<b>Container Placement</b>	<p>Recycling containers must be placed as close as possible to garbage containers in order to offer both convenience and equal access to occupants.</p> <p>If waste collection services are provided through a door-to-door valet service or if a garbage chute is the main method of waste collection, then the collection of recyclable material must be similar to the type of service used for waste collection.</p>
<b>Frequency of Collection</b>	Recycling collection containers must be serviced on a frequency sufficient to avoid containers from overflowing.
<b>Container Signage</b>	Recycling containers must be clearly labeled as recycling containers. Signage should indicate that containers are for recyclable materials only and list the types of materials accepted.
<b>Resubmitting Recycling Plan</b>	<p>Owners or managers of multi-family properties must submit an updated recycling plan to the Solid Waste Management Departments whenever one of the following occurs:</p> <ul style="list-style-type: none"><li>• Change in ownership or change of management of property</li><li>• Change in recycling collection services</li><li>• Change in method of collection (i.e., change of type of containers)</li></ul>
<b>Educational Materials</b>	<p>Multi-family property owners/managers must ensure that occupants are educated about the recycling service available and must provide educational material to new and existing occupants upon move in.</p> <p>Multi-family property owners are required to inform occupants of any change in the recycling collection service (i.e., container placement).</p>
<b>New Properties</b>	Owners/managers of multi-family properties established or receiving a certificate of occupancy after April 1, 2012 are required to submit a recycling plan to the Department within 30 days of receiving a certificate of occupancy.