



STEPS AND GUIDELINES FOR MULTI-FAMILY PROPERTY TENANTS

STEP 1: Become Informed

Your complex management staff is responsible for providing you with information regarding recycling services at your building. Information may be delivered to you in the form of literature or may be communicated to you through meetings held at your complex.

If you have not received information regarding recycling services at your complex, call or visit with a staff member at your building property to obtain information about recycling services at your complex. Staff will be able to provide your information about

- Placement of recycling containers throughout your complex
- Recycling collection schedule
- What is and isn't recyclable

The Solid Waste Management Department (SWMD) also has made several educational resources available on the SWMD website. For more information, visit the Multi-Family Recycling section at www.sanantonio.gov/swmd/.

STEP 2: Sorting and Preparing Your Recyclables

Recycling is easy and you can do it in just two simple steps:

- (1) Collect your recyclables in a container separate from your trash.
- (2) Dispose of your recyclables in one of the recycling stations located throughout your property.

Do not place your recyclables in a plastic bag when disposing of them in a recycling container. Although plastic bags are recyclable, do not place plastic bags in the recycling containers at your complex.

Remember to recycle only the appropriate materials. To assist you, we have listed all recyclable materials on the backside of this form. Make sure all recyclable containers are emptied and rinsed out. Clean recyclables allow for better quality products to be produced from recycled material.

STEP 3: Containers

Recycling containers have been placed in an area or areas throughout your building property to allow you to easily and conveniently dispose of your recyclable material. Containers are labeled as recycling containers and are placed close to garbage containers. The placement of recycling containers next to or in close proximity to garbage containers allows for the disposal of recyclable materials to be as convenient as garbage materials.

What Is and Isn't Recyclable

Accepted Materials

These items should be placed in the recycling containers:

Paper

- ✓ Advertisement circulars
- ✓ Carbonless paper
- ✓ Cardboard
- ✓ Catalogues and magazines
- ✓ Dry goods cardboard packaging (remove liners)
- ✓ Envelopes (with or without windows)
- ✓ Junk mail
- ✓ Newspaper (all sections)
- ✓ Paper bags
- ✓ Paperback books
- ✓ Phone books

Plastics

- ✓ All plastic containers with recycling symbol labeled 1 to 7
- ✓ Plastic bottles, cups, jars, food trays, tubs, bowls

Metals

- ✓ Aluminum drink cans
- ✓ Steel or tin food cans and lids
- ✓ Aerosol cans (empty and remove nozzle)

Glass

- ✓ Bottles (all colors)
- ✓ Jars (all colors)

NOT Accepted Materials

These items should NOT be placed in recycling containers:

- ⊘ Household trash
- ⊘ Aluminum foil
- ⊘ Appliances *
- ⊘ Auto glass
- ⊘ Batteries
- ⊘ Clothes *
- ⊘ Clothes hangers
- ⊘ Dead animals
- ⊘ Drink boxes and straws
- ⊘ Garden hoses
- ⊘ Hard cover books *
- ⊘ Light bulbs
- ⊘ Paper milk and juice cartons
- ⊘ Plastic bags (Several area retailers collect and recycle plastic film)
- ⊘ Plastic containers that held hazardous materials such as motor oil, paint, pesticide or weed killer
- ⊘ Plastic utensils
- ⊘ Propane tanks
- ⊘ Styrofoam® formed packing or peanuts
- ⊘ Toys *
- ⊘ Wax coated paper and food containers

Please do not place any of these items in the recycling container. Placing non-recyclable material in the recycling container contaminates all recyclables rendering them non-recyclable. If you witness anyone placing non-recyclable items in the recycling container, please notify anyone on the staff team. Thank you.

*Consider donating unwanted items in fair condition