

Self-Hauling Guide

For multi-family property owners and managers

Multi-family property owners/managers may transport recyclable material generated at their property to a certified recycling facility instead of hiring a private hauler service to perform this type of service. Upon opting to self-haul, property owners/managers agree to keep in accordance with the provisions of the Multi-Family Recycling Ordinance. Those provisions are outlined below:

- Multi-family property owners/managers opting to self-haul their materials must complete and submit the Multi-Family Recycling Plan: Registration Form.
- If the multi-family property owner/managers opts to self-haul materials generated at their multi-family property to a recycling facility, then the indication must be made on Section 4 of the Multi-Family Recycling Plan: Registration Form. Select option “b” to indicate property will be self-hauling recyclable materials generated at the property.
- Materials generated and collected from the multi-family property must be delivered to a certified materials recycling facility.
- Owners/managers of a multi-family property that elect to self-haul recyclable materials generated at their multi-family property will be required to submit an annual report which documents the following:
 - Total number of living units served
 - Total number of tons of recyclable material collected
 - Names and address of the recycling facility to which the recyclable materials collected within the City were delivered for recycling

Self-haulers may choose to submit their annual reports through their materials recovery facility.

Steps to Self-Hauling Recyclable Materials

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| STEP 1 | DETERMINE IF SELF-HAULING IS RIGHT FOR YOUR PROPERTY | Determine if self-hauling materials is a viable option for recyclables generated at your property by considering the following questions. <ul style="list-style-type: none">• Does your property have the adequate labor and equipment necessary to collect and transport recyclables?• Is there a recycling facility within a reasonable distance where I can take generated recyclables?• Is it the most cost efficient option?• What potential revenues from recyclable materials can offset the cost of self-hauling (collection and transportation)? |
| STEP 2 | IDENTIFY A RECYCLING FACILITY | Identify the recycling facility to which recyclables will be transported and negotiate a contract with the materials recycling facility. |
| STEP 3 | REGISTER | Fill out and complete the Multi-Family Recycling Plan: Registration Form. Indicate that your property will be self-hauling materials by selecting option “b” in Section 4 of the form. |
| STEP 4 | DEVELOP A SCHEDULE | Develop and provide a recycling collection schedule to occupants. |

TIP FOR TRANSPORTING RECYCLABLES TO A MATERIALS RECOVERY FACILITY

Properly load (distribute weight evenly) and cover your load with a tarp to prevent recyclables from blowing away during transportation or you may be subject to a penalty (Tarp Law-City Ordinance # 722272).