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Department of Public Works
55 Trinity Ave. SW Suite 4700
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Multi-family Residential Recycling Guide

Property Owners & Managers



City of Atlanta
Department of
Public Works



Multi-family Residential Recycling Guide

Property Owners & Managers

About this Ordinance

City of Atlanta Ordinance: [07-O-1335](#) requires that owners of any multi-family complex consisting of six or more living units or the owners' association of condominiums or townhouses consisting of six or more living units, to furnish commercial containers for the collection of recyclables. The capacity of the containers shall be of a size not less than three gallons multiplied by the number of living units. Minimum collection will include the following items for recycling: (Flattened Cardboard, Cartons, Mixed Paper, Newspaper, Magazines, Bottles & Containers, Steel & Aluminum Cans). Each owner or association shall be required to submit quarterly reports to document the volume of recyclables collected, as well as any other reports reasonably requested by the city.

Reports shall contain at a minimum the following information:

(a) Name of owner, association, person, or entity responsible for the supervision of the recycling program; (b) Address of building(s); (c) Number of living units; (d) Name and address of company providing collection services; (e) The frequency of collection; and (f) The size and average number of recycling containers located on the property.

Enforcement and penalties: Starting January 31, 2020. If the owner or agent of the owner of any multi-family dwelling, including an owner of public housing, or the owners' association in the case of condominiums and townhouses consisting of six or more living units, is found in violation of any of the provisions of this section, it shall be the duty of the Commissioner of Public Works to give written notice to abate the violation within 90 business days of the date of the notice. Failure of the owner or agent of the owner to comply with the provisions of any notice to abate, as provided in this subsection. shall subject the owner or agent of the owner to any penalties provided for a Class B offense, according to the provisions of section 130-12 of this chapter. Each day's failure or refusal to comply with the order - after expiration of the time allowed in which to abate the nuisance, shall constitute a separate offense.

Getting Started

A. Set Up Service.

Recycling service to multi-family properties is not provided by the City of Atlanta. Property owners/managers will need to arrange a recycling contract with a waste hauler that provides bins and collection of at least the following: paper (newspaper, magazines, mail, etc.) cardboard, plastics, newspapers, tin & aluminum cans. *Due to fluctuating markets, the collection of glass varies by vendor.

Per the City of Atlanta Code, reporting recycling tonnage estimates are required to be provided by the hauler providing this service. Since recycling diverts commodities from the waste stream you may even be able to save money providing fewer waste containers.

B. Contact your current trash hauler to see what kind of recycling services they offer.

If they don't provide recycling pickups, find a different local provider and discuss your options.

C. Decide which type of recycling program will work best for you and how you will implement it.

Get information from multiple sources to maximize your options on prices and pickups. Containers must be easy for the residents to access and easy for the haulers to unload.

Educate Residents

To ensure success, residents will need to know what is recyclable, and that all recyclables must be clean, dry, and have lids removed and placed separately. Please ask your hauler about flyers, templates for adhesive labels and printable poster files that can be used in your community. Recyclable material accepted by each hauler may vary and often commodity markets will influence acceptable items.

A. Develop education plan with the key messages being, "Here's how to recycle," and "It's easy!" Consider flyers, brochures, door to door outreach, posters, presentations at meetings, and/or a letter from management. Your own website would be a great source for sharing information.

B. Launch the recycling program by hosting a community event.

This helps notify people of the service and allows them to ask questions and talk to other residents in a celebratory atmosphere.

Let the recycling begin!

A. Collection Containers

Property owners/managers should make sure recycling bins are clearly marked and placed next to trash bins. The recycling bin should also have a sticker showing what items are accepted and common contaminants that are not accepted. Consider placing additional bins in high volume areas; such as the mail center.

B. Recycling Evaluation

Your hauler should be able to provide you with the tonnage of materials being diverted from landfills. Share this information with your residents and don't forget to "toot your horn" in promotional pieces.

C. Signage

Property owners/managers should provide permanent signage at collection sites and provide on-going communication and education. Advertise acceptable recyclable items and non-acceptable items. Emphasize that all acceptable recyclables must be clean and dry.

Maintaining a Successful Recycling Program

1. Provide indoor bins and bin stickers.
2. Include recycling information in community newsletters.
3. Discuss the recycling service at residential meetings.
4. Enlist support from residents & identify a recycling captain.
5. Solicit feedback from residents.
6. Include recycling in the lease agreement.

For more information on recycling, and where to recycle hard-to-recycle items please visit www.atlantaga.gov/recycling.

Guide for What Can & Can Not Be Recycled

ACCEPTABLE ITEMS:

Paper Products

(anything that tears)

Paperback, Hard Cover & Phone Books

Cardboard such as Cereal Boxes & Shoe Boxes (flatten and remove plastic & Styrofoam)

Newspaper

Cardboard

Magazines

Junk Mail



Shredded Paper in Clear Plastic Bags

Paper Bags

Wax Coated Cartons

Aluminum Cans

Tin, Steel, Bi-Metal Cans

Lids from Jars & Cans

All Plastic Containers Marked with Recycle Codes 1&2, Rinsed with Caps On

Glass Recycling Varies by Vendor

UNACCEPTABLE ITEMS:

Hazardous Materials

(automotive fluids, paint products, garden chemicals, cleaners and florescent lamps)

Contaminated Food Boxes or Paper (pizza boxes, paper towels, napkins)

Trash

Food

Yard Trimmings

Photos

Foil (trays or plates)

Hangers



Wire

Plastic Bags

Polystyrene

Furniture

Pipes or Wiring

Hoses

Window Glass

Mirrors

Ceramics

Light Bulbs

Clothing

CITY OF ATLANTA DEPARTMENT OF PUBLIC WORKS
AND CARLANTA PRESENT



ATLANTA RECYCLES DAY

THIRD SATURDAY OF EVERY MONTH

9:00 A.M. - NOON

GREENBRIAR MALL

2841 Greenbriar Pkwy SW., Atlanta, GA 30331

(Access road in front of Ashley Stewart)



ACCEPTED ITEMS:



PAPER SHREDDING

Secure onsite shredding,
protecting customers'
privacy and security.



CLOTHING

Accepting gently used
clothes, shoes, belts and bags
supporting local agencies.



SINGLE-STREAM RECYCLING

Glass, Metal,
Paper & Plastic



ELECTRONICS

Sustainable solutions for
the management of old
electronics.

Limit ONE tv per resident.



TIRES

Collect, shred, reclaim scrap
tires for smart, sustainable
products eliminating mosquito
breeding environments.

Limit TWO tires per resident.



PLASTIC BAGS

Accepting plastic bags, film,
shrink wrap & dry cleaner
bags. These items don't
belong in your curbside bin.



GREENBRIAR
MALL

CARLANTA
recycling. get into it.

KEEP ATLANTA
BEAUTIFUL
COMMISSION
KEEP AMERICA BEAUTIFUL AFFILIATE



Residency Restrictions Apply. For more information on accepted items,
residential recycling, and upcoming events visit www.atlantaga.gov/recycling
or call 404-330-6240. Open to all City of Atlanta residents.

CHaRM Facility:



The Center for Hard to Recycle
Materials is a non-profit
location that collects hard to
recycle items such as
household hazardous waste,
paint, tires, electronics,
Styrofoam, plastic bags,
clothing, used cooking grease,
and many more items.

The center is located at:

1110 Hill Street SE

Atlanta, GA. 30315

Tuesday & Thursday 9am-4pm

Saturday 8am-3:00pm

<https://livethrive.org/charm/>

[Accepted Items Hill Street](#)

[Buckhead CHaRM Day](#)

Last Saturday of every month

8:00am-Noon

3434 Roswell Rd 30305

Peachtree Presbyterian Church

Back Lot

Troubleshooting Tips

New Move-Ins

High turnover rate is often given as an excuse as to why a building can't recycle, but clear communication can overcome this issue. Education should start before a resident even moves in!

- Include recycling program information in new resident orientation including how, what, and where.
- Ask for a commitment card from the resident pledging that he or she will recycle.
- Consider including recycling as part of the lease agreement. Have residents initial a paragraph acknowledging that recycling is available and that they information the program.
- Consider a box collection program that saves boxes for move-outs. If you have room, this is a great first message for the new residents to receive—that waste reduction is a priority on your properties.

Moving Out

For move-outs, prevent contamination of recycling dumpsters and overflowing trash dumpsters by giving residents information on how to handle materials, such as:

- Electronics - CHaRM
- Furniture and household items (list neighboring thrift stores and/or charitable organizations that will pick items up)
- Clothing (list drop-off locations that accept textiles)



Trash in the Recycling!?!

To help cut down on contamination, please keep collection containers next to each other or within a close distance. Residents will participate more if the bins are located near each other and are convenient. Provide frequent reminders on accepted and non-accepted items.

Contamination has been considered one of the biggest problems with multifamily recycling. It is difficult to determine who is responsible for the contamination and once a container is contaminated, it inevitably encourages and receives more contaminated items. Nothing can derail a recycling program quicker than excessive contamination.

Hint: At every available opportunity, educate and reinforce the idea that recycling is not trash. A clean stream of recyclables (no trash) is important!

Property Managers Not Here!?!

Oftentimes, property managers oversee several complexes and are not always available on site. Enlist volunteers to help monitor the recycling program and to be the point person for questions from residents. Reward volunteers with a rent reduction, prize, or gift card.

Cleaning & Maintenance Staff

Make sure to pass on information and train staff regarding the recycling program. Provide an overview of the program with key components. Make sure to educate all new staff about the program when hired.

Scavengers

Scavenging for aluminum cans can become a problem. Post signs and reminders that scavenging is against the law and offenders can be fined. Other options include locking dumpster doors and surveillance cameras.

Composting

The City of Atlanta collects over 30,000 tons of yard and garden material each year. Much of that material can be easily composted at home instead of being sent to the City facility. Composting grass and leaves at home is an easy and inexpensive way to add nutrients to home gardens, bushes, and trees. If you don't want to wait for leaves and grass to turn into compost, use the blend as mulch around trees and bushes and as a topical dressing on flower beds. This will keep the roots cool, improve soil moisture retention, and as the mulch breaks down it will slowly provide nutrients for the plants, bushes and trees.



For more information please contact your trash/recycling hauler directly. Multifamily Recycling programs are not serviced by any department within the City of Atlanta.

You may also send a written information request to:

City of Atlanta

Office of Resilience

Recycling Program

55 Trinity Avenue, SW Suite 1200

Atlanta, GA 30303-3531

Why Recycle, and other Frequently Asked Questions.

1. Why Recycle?

There is no better time to offer recycling as part of waste management at multifamily units.

Here's why:

- Residents want recycling and it is becoming routine to do so. In a few years, it will be an expected service and those without recycling may find themselves at a disadvantage in attracting desirable tenants.
- Single stream recycling makes recycling easy, and it is now widely available for commercial accounts. All materials can be collected in one container, without sorting.
- Reducing trash collection through recycling can save money. The collection of trash is more expensive than recycling.
- Recycling saves resources and energy, and it creates jobs. It is a simple first step to "green" your properties.

2. Is recycling expensive to implement?

It doesn't have to be. Though the fuel, insurance, and salaries to collect recycling are the same as for trash, recycling is less expensive because when it is dropped off at the processor, the hauler is often paid a rebate and there is no tipping fee.

3. What if I don't have room for additional containers?

Talk to multiple providers to determine your options. You may be able to use two smaller dumpsters or use rolling carts. Valet pickup from individual residents may be the best choice.

4. Where can I get educational materials for tenants?

Usually, the hauler you select will have items like posters, handouts, brochures, and other materials to help inform residents.

5. What if some of my tenants don't want to participate in the program?

Although many residents support and want recycling on the premises, there are some that simply won't recycle. The key to maximizing participation is to make recycling as easy as trash disposal with frequent education reminders.