



The iBIN Recycling Program

Making Recycling Easier at Multi-family Properties in Davis

iBIN Recycling Basics

A simple guide to the iBIN Recycling Program.

iBIN RECYCLING—*The iBIN Recycling program*

The City of Davis Recycling Program has received grants from the California Department of Conservation to purchase recycle bins for multi-family properties in Davis. With this program, each apartment will receive their own iBIN recycling container to collect recyclables.

iBIN NEEDED—*The need for individual containers*

In 1989, Assembly Bill 939 was signed into law, requiring that all cities recycle 50% of their waste. In order to maintain this goal, we need to recycle as much as we possibly can. We want to make recycling easy for Davis residents—single-family homes in Davis have their own recycling cart—it makes sense that residents in apartment units have their own recycling bin as well. On-campus UC Davis housing uses the same recycling bins, so students moving into off-campus apartments are already familiar with these bins. The presence of a recycling container in the home is also a visual reminder to recycle.

iBIN WHAT?—*The iBIN*

An iBIN, or in-apartment recycling bin, is a small recycling container purchased by the City with grant funds and given to each apartment unit in Davis. The iBIN will stay in the apartment to be used for collecting and transporting recycling. The iBINs are small, 6 gallon containers (13" x 13" x 12") with a handle, so they are easy to carry back and forth to the community recycling carts. The iBINs will have labels on them with a recycling guide and note that the iBIN is the property of the City of Davis.

iBIN BORROWED—*iBINs do not belong to the residents*

The iBIN recycling containers remain the property of the City of Davis Recycling Program. While each apartment unit will have its own iBIN, the iBIN does not belong to the residents. When residents move, they must leave their iBIN behind. Please add the iBIN recycling container as part of your inventory checklist so that residents are responsible for their iBIN's return at the end of their stay.

iBIN GIVEN—*What the City Recycling Program will provide*

The City of Davis Recycling Program will provide you with:

1. iBINs, delivered to your property.
2. An information packet that explains the program.
3. Recycling guides and letters from the City that explain the program to your residents.
4. Posters promoting the program and encouraging recycling.

The iBINs should be kept inside each apartment unit and used to collect and transport recycling to the community recycling carts.



iBIN HELPING—*My duties as a property manager*

As part of your participation and in order to make the program run smoothly and effectively, we ask the following:

1. Inform your residents in advance about the program. The City Recycling Program will provide a letter for you to copy or use as a template.
2. Distribute the iBINs to your residents with the recycling guides and letter provided by the City.
3. Add the iBIN to your apartment check-out list so residents know to leave them behind when they move out. Some managers in the pilot program had their residents bring their iBINs to the office as they checked out, just to make sure they were left behind.
4. When residents move-out, remind them to leave their iBIN behind. They may not remember that they can't take their iBINs with them, so a reminder from you will be crucial to keeping your iBINs during turnover. The City can provide you with a letter for your residents upon request.
5. Report back to the City of Davis Recycling Program if you see any iBINs abandoned by dumpsters or thrown away. Please collect discarded iBINs and contact the City Recycling Program (757-5686).

iBIN TAKEN—*When an iBIN goes missing*

We cannot expect that 100% of the iBINs will be left behind when residents move-out. Unfortunately, some iBINs will likely be misplaced. If that happens, the City Recycling Program will not hold you or your residents financially responsible for their return. By adding the iBINs to the apartment check-out list, your residents will be responsible for them and you can charge your residents a replacement fee if the iBINs are lost or stolen. **Two local hardware stores, Davis Ace Hardware and Hibbert Lumber, will be carrying iBINs as part of their regular stock, so you will be able to order more iBINs from them.**

iBIN Laughing: PROMOTE RECYCLING WITH A LAUGH

Help promote the iBIN Recycling Program with slogans that are full of puns and lots of fun. Who said recycling couldn't be fun? Try posting these slogans and messages in community newsletters or on bulletin boards. Spread the word and the humor!

► **Have you been recycling? iBIN Recycling!** Remember to use your iBIN to collect recyclables in your apartment. When it's full, bring your iBIN to the green recycling carts located in the trash enclosures. Please be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.



► **iBIN recycling!** You can use your iBIN to collect recycling inside your apartment. When your iBIN is full you can take it for a walk to the green recycling carts, located next to the trash bins. Be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.

► **I'm a good neighbor, iBIN Recycling!** Recycling is part of being a good neighbor. Remember to use your iBIN to collect recyclables in your apartment. When it's full, bring your iBIN to the green recycling carts located next to the trash enclosures. Please be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.

► **iBIN out for a walk.** When your iBIN is full of recyclables, be sure to take it for a walk to the green recycling carts, located next to the trash bins. Be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.

► **iBIN hungry—don't forget to feed your iBIN!** Please take the time to get to know your iBIN's dietary needs. Please be sure to feed your iBIN any of the recyclables listed on the back of your iBIN. When your iBIN is full you can take it for a walk to the green recycling carts, located next to the trash bins. Be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.

► **iBIN waiting to meet you!** Your iBINs are here! Please take the time to get to know your iBIN's dietary needs. Please be sure to feed your iBIN any of the recyclables listed on the back of your iBIN. When your iBIN is full you can take it for a walk to the green recycling carts, located next to the trash bins. Please be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.

► **Trash doesn't just go away, but you can send your recycling into the Blue!** Remember to use your blue iBIN to collect recyclables in your apartment. When it's full, bring your iBIN to the green recycling carts located in the trash enclosures. Please sort your recyclables into the correct recycling carts—paper in one cart, bottles and cans in the other.

► **From the Blue to the Green...iBIN Recycling!** Remember to use your blue iBIN to collect recyclables in your apartment. When it's full, bring your iBIN to the green recycling carts located in the trash enclosures. Please be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.

► **iBIN there for you! iBIN Recycling!** Remember to use your iBIN to collect recyclables in your apartment. When it's full, bring your iBIN to the green recycling carts located in the trash enclosures. Please be sure to sort your recyclables into the proper recycling cart—paper in one, glass, plastic and cans in the other.

► **Sorting makes recycling fun. iBIN Recycling!** Remember to use your iBIN to collect recyclables in your apartment. When it's full, bring your iBIN to the green recycling carts located in the trash enclosures. Please sort your recyclables into the correct recycling carts—paper in one cart, bottles and cans in the other.

► **iBIN there for you when you needed me, but please make sure that I'm left behind for my next roommate.** If you are moving out, please make sure that you leave your iBIN behind for the next resident.



The iBIN Recycling Program is provided by the City of Davis Public Works Department Recycling Program. Any questions regarding the program should be directed to the City Recycling Program at 757-5686 or via email at pwweb@cityofDavis.org.

The iBIN Recycling Program is funded in part by the California Department of Conservation. www.bottlesandcans.com



City of Davis Public Works Department Recycling Program
1717 5th Street 757-5686 www.davisrecycling.org

Recycling Program Basics: SUCCESSFUL RECYCLING

Step towards sustainability with recycling! These tips can help you to set up an active, successful recycling program at your community.

Start with a Good Foundation

Recycling at a multi-family community is always tough, but here in Davis, it's a little tougher than most. Due to the large student population, there are a large number of residents that are new to Davis each year. That means each year there are a lot of people who do not know how to recycle. Sure, they may have known how to recycle where they used to live, but recycling is a little bit different in every town. In order to start your residents recycling they need to know what they can recycle and how to do it.

Starting with this basic foundation, you can build a very successful recycling program.

- Make sure your recycling carts are clearly labeled. If your labels are peeling off, call Davis Waste Removal to get replacement labels (756-4646).
- Replace the trash can next to your mailboxes with a recycling container, and increase your recycling rate. Junk mail is recyclable!
- Familiarize new residents to your recycling area. When touring new residents around your community, walk them by the recycling area to familiarize them with your community's recycling program.
- Be sure the recycling areas in your community are marked on your community's maps.
- Provide your residents with a recycling guide. Your residents will all receive one guide with their iBINs, but if you need more, please contact the City Recycling Program (757-5686). Additional guides for the 2008-2009 lease year will also be available before the end of August, so your new residents will also have recycling information.
- Emphasize in conversation that recycling and waste reduction are part of your good neighbor policy.



Davis is well known as an environmentally friendly city—impress your residents with a recycling guide as soon as they move in!

Day to Day Reinforcement

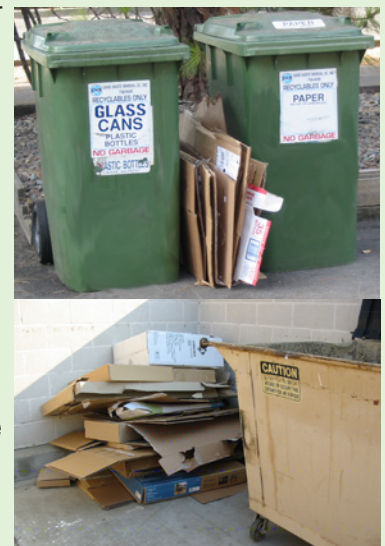
- Frequent reminders about recycling is crucial to your program's success. Consider posting recycling fliers around mailboxes, laundry rooms and other common areas.
- Provide positive feedback by posting your recycling success in a community area. Consider setting a goal for your community (example: all four recycling carts completely full each week) and tracking progress on a regular basis.

- Set up a opt-in resident e-mail list or a community newsletter to circulate recycling information.
- If you already produce a community newsletter, why not add a recycling section to each addition? The City Recycling Program can provide you with material each month for your newsletter if you are interested.
- Encourage your residents to reuse items—set up a “free table” in a common area and let residents take and leave reusable items. These swapping stations are a great way to reduce waste.
- Network with other property managers to find out how their community programs are doing and exchange ideas and experiences. You might even consider setting up a competition to see which community can recycle more.

Taming Turnover

The craziest time of the year for many managers and residents alike is turnover time. The last thing anybody wants to deal with is a ton of trash and yet, this is the time of year when tons of extra trash is generated at apartment communities. Residents in a hurry to vacate their apartments often throw everything they don't want to take with them into the trash. This often includes good reusable furniture and housewares—leading to a gigantic mess and an expensive garbage bill. You can keep the mess to a minimum by encouraging your residents to reuse and recycle their unwanted stuff. Here's a few ways to make it happen:

- As residents prepare to move out, encourage them to donate or recycle their unwanted items instead of throwing them in the trash. The City Recycling program can provide you with a waste reduction moving guide for your residents that includes a list of places that take items for donation as well as places to recycle their electronics.
- A large percentage of the move-out and move-in mess is cardboard. Why pay to throw it away when you can recycle it for free? Encourage your residents to recycle their cardboard by flattening and stacking it next to the trash bins or recycling carts. Davis Waste Removal will pick it up for free on your regular trash or recycling pick-up day.
- Electronics are banned from the trash because they contain lead and other hazardous chemicals. The landfill will add an additional fee if they find electronics in your trash when it is emptied at the landfill, so making sure your residents recycle their old TVs and computer monitors can save you money!
- Participate in the Apartment Move-Out Waste Reduction Program, a popular waste reduction program that is now in its 11th year! See “Additional Recycling Tools” for more information.



Additional Recycling Tools

The City of Davis Public Works Recycling Program offers several free recycling tools for apartment managers. If you are interested in any of these opportunities, contact the recycling program at 757-5686 for more details.

► Free recycling labels and posters

The City of Davis has a variety of recycling labels and posters that they offer free to Davis businesses. If you would like labels and posters, contact the City of Davis Recycling Program (757-5686).

► Apartment Move-Out Waste Reduction Program

Every year the City of Davis Recycling Program teams up with apartment managers to encourage reuse of items and to reduce the amount of waste that happens during the yearly August move-out. Recycling Program staff set

up donation stations at participating apartment properties, and during turnover time residents donate items they no longer want or need. Local non-profit groups and other apartment residents stop by and take the items they want. The end result is that good, usable items are kept out of the trash. There is also a possibility of waste disposal savings for apartment managers. The Move-Out Program usually runs from the 2nd to last weekend in August through the 1st week in September. Participation in the program is free--come join us next year!



► Recycling and Waste Reduction inserts for your newsletters

Each month, the City Recycling Program sends out (via email) current recycling, household hazardous waste (HHW) and waste reduction information to apartment managers who request this free service. The managers use the material in their community newsletter, or just to remind their residents of the next HHW turn-in days, etc. If you would like to sign up for this service, contact the City of Davis Recycling Program at 757-5686 or email pwweb@cityofdavis.org.

► Free Recycling Containers

The California Department of Conservation offers a free recycling kit that includes a recycling container, posters, and information on starting a successful recycling program.

Visit www.bottlesandcans.com and click on *Start a recycling program* to request a free recycling kit.



► Recycling Presentations

The City of Davis Recycling Program offers free recycling presentations to community groups. Topics of the presentation range from recycling, household hazardous waste disposal, waste reduction, composting and more. Presentations are easily customized to your community's needs/concerns.

► Recycling Website

The City of Davis recycling website www.davisrecycling.org has many useful tools. There's an entire webpage for apartment recycling, downloadable recycling fliers, household hazardous waste drop-off dates and waste reduction tips. Be sure to check out our online Recyclopeda, where you can find out how to reuse and recycle over 150 different items.

Why worry about recycling?

Good question, but here's an even better one: Do you want to save money? In Davis, recycling is free if you have regular trash service. If you can recycle more and decrease the amount of trash you produce, you can save money.

So why should you worry about recycling? You shouldn't!

Recycling in Davis is easy. We've just got to make sure that it happens!

Help us spread the word about recycling by encouraging your residents to recycle.

Recycle more and waste less. See what happens to your pocketbook when you watch your waste!



RECYCLING WORKS

CONTACT INFORMATION

► **For pick-up schedules, carts and service:** Call Davis Waste Removal (DWR) (756-4646) www.dwrco.com.

► **About your utility bill:** Call the City's Finance Department (757-5651) www.cityofdavis.org.

► **About hazardous waste turn-in dates:** Call Yolo County Central Landfill (666-8729) www.yolocounty.org.

► **For recycling information, iBINS, recycling guides & fliers:** Call the City of Davis Public Works Department Recycling Program (757-5686) www.davisrecycling.org.



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