



CITY OF GLENDALE | PUBLIC WORKS DEPARTMENT
2023 WASTE MANAGEMENT PROGRAM REQUIREMENTS

MULTI-FAMILY PROPERTY MANAGERS TOOLKIT



GlendaleCA.gov/MultiFamilyToolkit



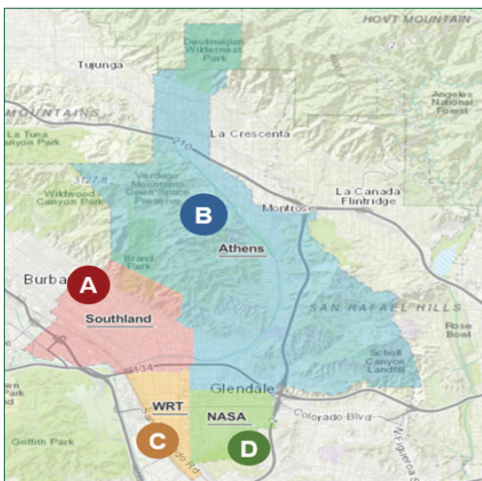
Mandatory Source Separation

This toolkit will help assist managers comply with state and local laws regarding source-separation of organic and recyclable materials. In Glendale, all properties must have collection services for trash, recycling, and organics. Additionally, property managers are responsible for informing tenants and employees to properly sort materials. California state law requires the city to periodically monitor containers for compliance and enforce the source-separation requirement. To simplify source-separation, new recycling cart identification and labeling, which consists of having black bottoms and corresponding blue (recycling), green (organics), and black (trash) lids. Please note, some properties have carts and 3-cubic yard bins. Regardless of cart/bin color, properties should have 3-stream service (see next page).



City-Designated Hauler

Collection services are provided by a city-selected franchised hauler operating in four zones. For additional customer service support, contact your designated hauler:



A. Southland Disposal
 (323) 780-7150
www.southlanddisposal.com
info@southlanddisposal.com

B. Athens Services
 (888) 336-6100
www.athensservices.com
cs@athensservices.com

C. Waste Resources
 (888) 467-7600
 (310) 366-7600
www.wasteresources.com
glendale@wasteresources.com

D. NASA Services
 (800) 773-2489
www.nasarecycla.com
customerservice@nasaservices.com

FIND YOUR HAULER:
GlendaleCA.gov/Hauler

TENANT OUTREACH REQUIREMENTS

As a property manager, your responsibility is to ensure proper tenant recycling behavior. Tenants are required to sort recyclables and organics from trash. You must annually provide information to employees, tenants, and contractors about what materials belong in each container. New tenants must be provided with information before or within **14 days** of their move-in date.

Here are additional tips:

- Print and place signs and flyers in common areas such as the lobby, parking garage, laundry and mail rooms, fitness center, etc. (sample flyers are included on pages 6-8 in this toolkit)
- Monitor recycle and organic bins to make sure they are not contaminated with trash
- Host quarterly meetings emphasizing the importance of proper recycling etiquette
- Share videos on recycling: <https://www.youtube.com/watch?v=e3c0zE3wpk0>

RECYCLE COACH:

Recycle Coach is an interactive tool that allows your tenants to better participate. This platform features a 'what goes where' tool, collection calendars, and directly communicate with the city. Residents can search over 400 items, sync calendars, and get service information. Direct your tenants to recycle right by informing them about the Recycle Coach app:



SCAN ME

For more information contact your hauler: GlendaleCA.gov/Hauler

SPECIAL COLLECTIONS

Bulky Items

Your property can receive up to **Four (4)** free bulky item collections per calendar year. Additional pick-ups may be scheduled for a fee. Property managers must contact their hauler to schedule all bulky item pick-ups. For more information visit: GlendaleCA.gov/BulkyPickup

Please note: Leaving bulky items on the curb or street without arranging for proper collection is considered illegal dumping and subject to fines.

Household Hazardous Waste (paints, batteries, light bulbs, electronics, etc.)

House Hazardous Materials are not handled by your waste hauler. The Household Hazardous Waste facility is located at **780 Flower St. Glendale, CA 91201**. They are open every Wednesday and the 2nd Saturday of every month from 9:00 AM to 3:00 PM.

Hazardous Household Waste



Automotive Fluids &
Household Cleaners



Paint & Batteries



Fluorescent Bulbs & Tubes

For a complete list of hazardous waste materials that can be collected, visit:

GlendaleCA.gov/HazardousWaste

or scan this QR Code:



COLLECTION LOGISTICS

- Three collection containers on the property in accessible areas where waste, recyclables, and organics are stored for collection.
- Inform and educate tenants on the requirements of source-separation through signs, flyers, newsletters, decals, or meetings.
- For more information, contact your hauler to better understand your container and service options.



POST IN A PUBLIC AREA

Commercial Recycling Guide*

How To Sort Materials In Your Bins/Carts

* Includes apartment complexes with five (5) or more units



Organics

Orgánico - Օրգանական թափոններ



Place food scraps and food-soiled paper in a clear plastic bag before recycling.

Coloca los restos de comida y el papel sucio en una bolsa de plástico transparente.

Մսնդի մնացորդները և սննդամթերքով աղտոտված թուղթը դրեք թափանցիկ պլաստիկ տոպրակների մեջ:

Recycling

Reciclaje - Վերամշակման ենթակա իրերը



Keep recyclables clean and dry before disposal.

Mantenga los artículos limpios y secos.

Դրանք մաքուր և չոր պահեք:

Trash

Basura - Սղթ



To reduce recycling contamination, when in doubt throw it out.

Para reducir la contaminación del reciclaje, en caso de duda tírelo.

Վերամշակման աղտոտումը նվազեցնելու համար, երբ կասկածում եք դուրս նետեք այն:

Bulky Item Pickup

Manejo especial requerido - Պահանջվում է հատուկ աղբահավաք



Bulky Item Pickups can only be scheduled by the property manager/owner.

Las recolecciones de artículos voluminosos solo pueden ser programadas por el administrador/proprietario de la propiedad.

Զանգվածային ապրանքների տեղափոխումը կարող է նշանակվել միայն գույքի կառավարչի/սեփականատիրոջ կողմից:

For more information contact your hauler: GlendaleCA.gov/Hauler

Recycling



Beverage and Food Cartons



Containers, Jugs, and Plastic Bottles



Glass Bottles and Jars



Flattened Cardboard and Clean Paper



Aluminum, Metal, Scrap Metal, and Tin

Organics



Tree Limbs (Less than 6 inches in diameter)



Garden Trimmings, Grass Clippings, Leaves, and Shrub Trimmings

Food Scraps and Food-Soiled Paper Products (tied in a clear bag)



Food Scraps



Food-Soiled Paper Products

Trash



Animal Waste and Diapers



Tea Bags and Coffee Pods



Plastic Bags



Cactus and Palm Fronds



Egg Cartons (Plastic) and Yogurt Containers



Dirt and Rock (Up to 5 gallons)



Single-Use Plates, Cups and Utensils (Plastic or compostable)



Food Storage Containers (Clear or polystyrene)